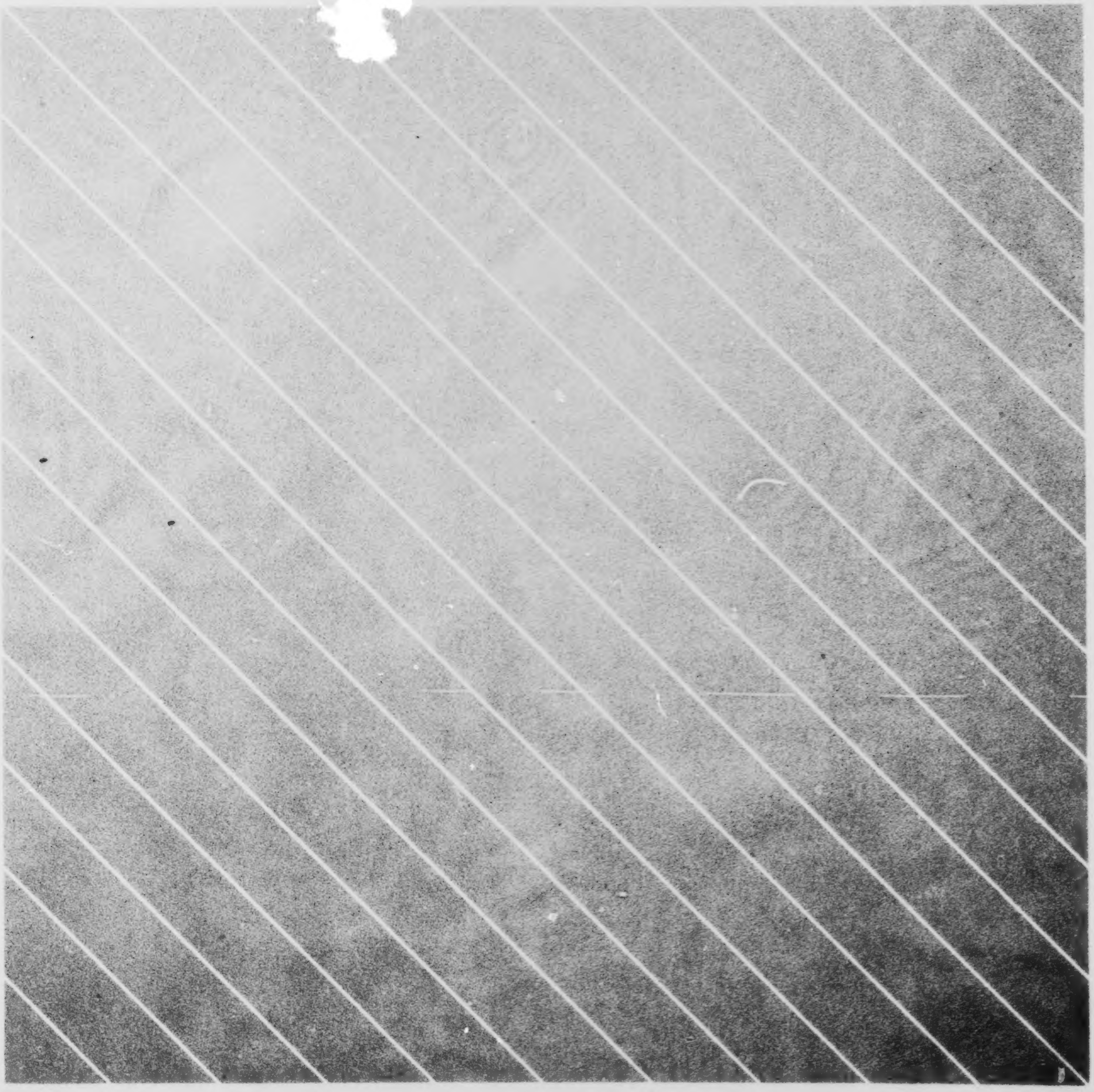
Government of Canada
Gouvernement du Canada

Privacy Act

Personal Information
Index 1984



Canada

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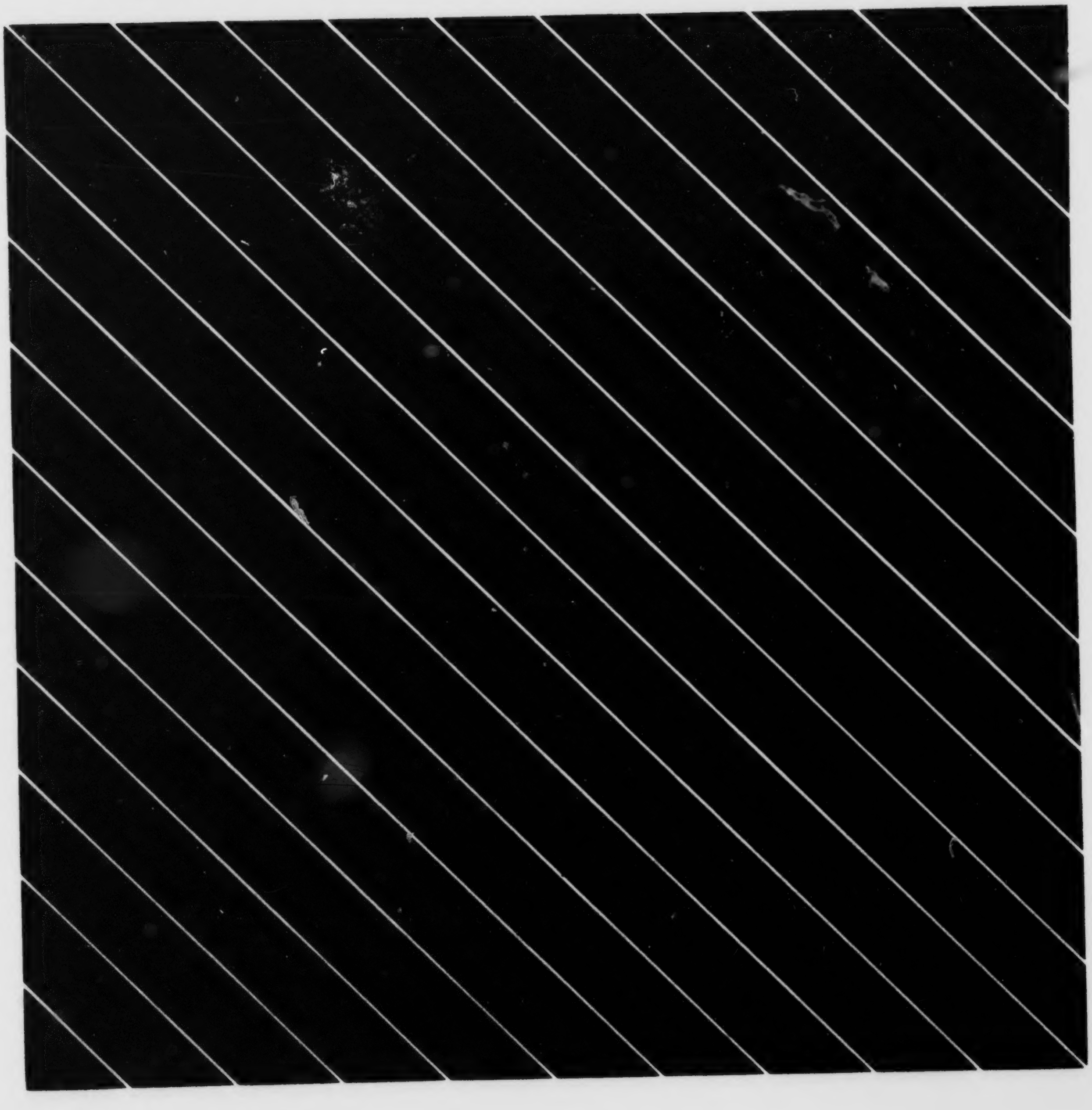
Personal Information

Index 1984



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Preface

The Index of Personal Information is published in accordance with the Privacy Act enacted in July, 1982. This Act provides individuals with the right to obtain access to personal information about themselves held by the government, protects their privacy by controlling the manner in which personal information may be used or disclosed and places restrictions on the collection, retention and disposal of personal information.

The Index of Personal Information describes the personal information under the control of the government of Canada. This Index represents both a reference tool, to inform the public about the personal information holdings of the federal government, and a registration system, in which the government declares the information practices which it applies to meet the requirements of the Privacy Act.

This Index represents an attempt by the government to provide a comprehensive description of its holdings of personal information under the Privacy Act. Suggestions on how to make the Privacy Index more useful can be sent to the Privacy Coordinator for the appropriate government institution or to the Access to Information and Privacy Implementation Group, Treasury Board Secretariat, 160 Elgin Street, Ottawa, Ontario, K1A 0R5.

All Canadians are encouraged to become more fully aware of their new rights under the Privacy Act. It is hoped that this publication will contribute to this awareness by assisting them in exercising those rights.

PART I

GENERAL PUBLIC

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Organization Index

I. Introduction

The Privacy Act

The *Privacy Act*, proclaimed in 1983, protects the privacy of individuals with respect to personal information about themselves held by the Government, and provides individuals with a right of access to such information. The Act provides Canadians or landed immigrants with the right to examine or receive copies of such information, and protects the privacy of individuals by prescribing the manner in which the government may collect, use, disclose, retain and dispose of personal information. Individuals may also request correction of personal information where they perceive inaccuracies or omissions, and may have notations attached to the information where corrections are refused.

The *Privacy Act* applies to all personal information as defined in the Act, regardless of the purpose for which it was originally compiled, the uses to which it has been, currently is, or might be put and regardless of the physical file arrangement, storage medium or technological environment in which it resides. It includes, for example, simple complaint and enquiry information concerning government programs; detailed transaction or case information generated through the administration of social benefits, law enforcement, granting or other assistance programs dealing with individuals; statistical surveys where individual forms or records on identifiable individuals are maintained; all computerized data containing personal information retrievable by individual identifiers; and files on current and former government employees.

The *Privacy Act* requires that all personal information be included in personal information banks where the personal information:

(a) has been used, is being used or is available for use for an administrative purpose; or

(b) is organized or intended to be retrieved by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

To ensure that the government accounts for all personal information, the Act requires institutions to identify personal information which does not meet the criteria established for personal information banks, as classes of personal information. A class of personal information pertains to personal information which is neither organized by name or other identifier, nor is used for any administrative purpose. Such information might include unsolicited opinions, complaints or correspondence which are scattered throughout the general subject files and for which no administrative use has been made or is intended to be made which might affect individuals.

Purpose of the Index

As a reference tool, the *Index of Personal Information* is intended to assist individuals in identifying and locating personal information about themselves which may be held by government institutions. As a registration system, the Index provides a declaration by each institution of the purpose and use of the information, the period of time for which it is retained, and the manner of disposal. These legal declarations are intended to be comprehensive and specific. For example, if an institution does not specify all consistent uses of personal information in the bank descriptions, then for each undeclared use it must keep records of all of the disclosures of personal information associated with the use.

These provisions apply to personal information recorded in any form, including computer data. They do not apply to personal information which is already in the public domain, such as published material, or cabinet confidences as described in the Act.

Structure of the Index

Personal information banks and classes of personal information belonging to federal institutions covered by the *Privacy Act* are described in this publication.

There is an introduction to both the *Privacy Act* and the Index, as well as a copy of the Personal Information Request Form to be used when requesting access to personal information. The first part provides descriptions of all the banks and classes containing information about the public, listed alphabetically by institution. The second part of the Index contains descriptions of information about Federal Government employees, where the information pertains to their status as employees. Instructions for current and former employees seeking access to their files are provided at the beginning of the section.

The descriptions of personal information banks follow a standard format (see Example):

(a) Each bank is identified with a unique registration number and a title which must be quoted when information is being requested.

(b) The description of each bank should include statements of

the purpose for which personal information in the bank was obtained or compiled and statements of the specific uses consistent with such purposes for which the information is used or disclosed;

the types of information contained in the bank;

the name of the institution which controls the bank, and the address of the person to whom access requests should be sent;

the retention and disposal standards applied to personal information in the bank (i.e. the length of time that individual records are kept);

an indication, where applicable, that a bank is exempt from access;

any other relevant information, such as special identification procedures necessary to gain access to personal information.

In addition to the general descriptions provided in this Index, government institutions maintain more detailed descriptions of personal information holdings in file classification systems. Information about these systems may be obtained from the Privacy Coordinator of the appropriate institution.

How to use the Index

Requestors may find the introductory material useful before seeking access to a record in a bank or class. It summarizes the provisions of the *Privacy Act* and sets out the contents and structure of the Index.

If you are interested in a particular type of bank or class, the organization index will direct you to the appropriate government institution. There is also a list which gives the locations and titles of personal information banks of greater interest to some Canadians. Consulting this may help you determine which department holds the information which you seek.

When you have decided which personal information banks or classes are of interest to you, you should complete a Personal Information

Request Form for each enquiry. This form is available in public libraries and government information offices in major population centres across the country and in some postal stations in rural areas. In some instances the description of the information bank or class may state that additional identification is required, and for this a special space is provided on the form. When you have completed the form, send it to the address given for that information bank or class, or if a special address is not given, the address of the Privacy Coordinator for that institution as described at the beginning of the department's entry. Please do not send requests for personal information to the Privacy Commissioner.

Normally the institution should respond to your request within thirty days. There is no fee for making a request under the *Privacy Act*.

Exemptions

Institutions may refuse to disclose information on gounds which are set out in the Act, where, for example, disclosure of the information may be injurious to law enforcement, or could threaten the safety of individuals. A few personal information banks have been designated as exempt from access on the grounds that all of the files in these banks consist predominantly of information, the disclosure of which would be injurious to law enforcement or to international affairs and defence. When access to personal information is refused, the individual must be informed of the grounds for refusal.

Records Retention

The *Privacy Act*, the regulations and government policy require that retention standards be applied to all personal information, and that regardless of physical form, all personal information be retained for a minimum of two years after last use for an administrative purpose. The policies set out pursuant to the Act require institutions to declare the length of time personal information will be held in personal information banks. This formal declaration forms part of the description of a personal information bank in the Index.

Regulations and policies governing the retention and disposal of personal information were issued in early 1983, and institutions will require some time to fully implement them. Personal information bank descriptions in subsequent editions of the Index will conform to these new requirements.

Complaints

If you feel you have been denied your rights at any point in the process, you may file a complaint with the Privacy Commissioner. Under the *Privacy Act* you may complain to the Privacy Commissioner if:

(a) you believe that personal information about you under the control of a government instituion has been used or disclosed otherwise than in accordance with the *Privacy Act;*

(b) you have been refused access to personal information you requested;

(c) you believe that you are not being accorded the rights to which you are entitled or that corrections of personal information are being refused without justification;

(d) you have requested access to personal information in respect of which a time limit has been extended where you consider the extension unreasonable;

(e) you have not been given access to personal information in the official language requested; and

(f) any other matter relating to your rights under the Act.

If you have been refused access, and if a complaint has been made to the Privacy Commissioner in respect of the refusal, you may apply to the Federal Court for a review of the matter within forty-five days after the results of an investigation by the Privacy Commissioner have been reported to you. The address of the Privacy Commissioner is:

The Office of the Privacy Commissioner
Place de Ville, Tower B
Ottawa, Ontario
K1A 1H3

Personal Information Banks

— Example —

How to Read the Description of a Bank

Name of Institution

Title of the Bank
Identifying Number

Purpose

Type of Information

Use

Retrieval Information

Life of the Record

Other Information (See codes below)

Canada Mortage and Housing Corporation

Application — Housing
CMHC-P100

The purpose of this Property Administration Division bank is to ensure that legal and financial requirements are met for the purchase or leasing of CMHC properties. It also contains a record of information relating to persons to whom CMHC sells or leases property and who are waiting to occupy CMHC owned property. The data content includes personal characteristics; financial obligations of the individual; and authority to obtain a credit rating. Information is recorded on files and cards maintained at Branch Offices. This bank is used to verify the individual's capability to meet the financial obligations related to the purchase or rental of CMHC properties, and to ensure the family qualifies for the intended purchase or rental. This bank can be accessed by giving the approximate date of the housing application, the city where the application was submitted and the address of the property. These files are maintained one year after the mortgage is discharged or after the rental is terminated.

IND = 15,000/ADP = m/DATE = 84-04-01

Explanation of Codes

IND:	the number of individuals included in the personal information bank;
ADP:	(Automated Data Processing) the recording mode of the personal information — 'm' for manual, 'c' for computerized, 'h' for hybrid (both manual and computerized);
DATE:	the date that the description was received from the institution;
ID:	the identifier used to locate individuals in the bank;
LOC:	the geographic location of the files in the bank;
TERM:	the date when the bank will cease to have any operational value to the institution.

Banks that have proven to be of greater interest to some Canadians

National Health & Welfare

- Old Age Security Records
- Family Allowance Records
- Canada Pension Plan records

Secretary of State

- Citizenship Records

National Defence

- Current Military Personnel

Veterans' Affairs

- Veterans' Benefits Records

Justice

- Central Divorce Registry

Employment & Immigration, (Canada Employment & Immigration Commission)

- Unemployment Insurance Records
- Manpower Records
- Immigration Records

Indian Affairs and Northern Development

- Native Peoples' Records

Public Archives

- Veterans' Military Records

Correctional Service of Canada/National Parole Board

- Prisonners' Records

National Revenue, Taxation

- Income Tax Enquiries

Government of Canada Gouvernement du Canada

Privacy Act

Personal Information Request Form

For official use only

Individuals are required to use this form to request access to personal information about themselves under the Privacy Act.

STEP 1: *Decide whether or not you wish to submit a request under the Privacy Act.* You may decide to request the information informally, without using the procedures required by the Act, through the local office of the appropriate government institution or through the Privacy Co-ordinator listed in the Index of Personal Information. Copies of the Index are available in public libraries, post offices in rural areas and government information offices.

STEP 2: *Consult the Index of Personal Information.* If you have decided to exercise your rights of access under the Privacy Act, review the descriptions of personal information for institutions which are most likely to have the information you are seeking. If you cannot identify the institution, you may seek the advice of the Privacy Commissioner at the address shown in the Index. Decide on the personal information bank or class of personal information likely to contain the information.

STEP 3: *Complete this personal information request form.* Indicate the personal information bank or class of personal information to which you are requesting access, and include any additional information indicated in the bank description to locate the information you are seeking, or to verify your own identity. Indicate whether you wish to receive copies of the information, examine the original in a government office, or if you are requesting other arrangements for access. There is no application fee for making a request under the Privacy Act.

STEP 4: *Send the request to the person identified in the Index* as the appropriate officer responsible for the particular personal information bank or class.

STEP 5: *Review the information you received in response to your request.* Decide if you wish to make further requests under the Privacy Act. You may wish to exercise your rights to request corrections or to require that notations be attached to the information when corrections are not made. You may also decide to complain to the Privacy Commissioner when you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Registration Number and Personal Information Bank or Class of Personal Information

I wish to examine the information ☐ As it is ☐ All in English ☐ All in French

Provide other details specified in the Index to aid in locating particular information or to verify identity of applicant. (Present or former members of the Canadian Armed Forces requesting military records must provide additional information as specified in the D.N.D. section of the Index.)

specimen only

Method of access preferred

☐ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name (or previous name)	Social Insurance No. (or other identifying no. if applicable)
Street address, apartment	City or town

Province, territory, or other	Postal Code	Telephone number(s)

If this request follows a previous enquiry, quote reference number ►

I have a right of access to personal information about myself under the Privacy Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 12(3) of the Privacy Act.

Signature

Date

Canada

Français au verso

TBC 350-58 (Rev. 83/10)

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Advisory Council on the Status of Women

Background

The Canadian Advisory Council on the Status of Women (CACSW) is composed of 30 members appointed by the federal government to bring before the government and the public, matters of interest and concern to women and to advise the Minister responsible for the Status of Women on such matters.

The Canadian Advisory Council on the Status of Women was established in 1973. It is composed of 27 members appointed for specific terms, from all the provinces and territories, plus a full-time President and two Vice-Presidents. Council meetings are held at least four times a year in various parts of the country.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council bring forward the particular problems of their regions. Research and background material provide the base upon which Council recommendations are made, following deliberation by members at general meetings.

Recommendations for change in legislation and for other measures to improve the status of women are presented to the government through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Access Procedures

Please direct enquiries concerning access to personal information to:

President's Assistant
Advisory Council on the Status of Women
66 Slater Street
18th Floor
Ottawa, Ontario
K1P 5H1

Personal Information Banks

Canadian Advisory Council on the Status of Women (CACSW) Talent Bank
ACSW-P10

The Talent Bank was established in 1979, at the request of the Minister responsible for the Status of Women, for the purpose of promoting the greater presence of women on federal boards, commissions and councils. The Talent Bank files contain the curricula vitae of women with expertise in a variety of areas who would be suitable for appointment to federal bodies. These files are organized by provinces/territories and by areas of expertise. The curricula vitae are used to put forward names of qualified women in anticipation of impending appointments.

IND = 600/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Department of Agriculture

Background

The aim of the Department of Agriculture is to develop and assist the Canadian agriculture and food system to provide for the needs of Canadians and export markets in a manner which ensures a dependable supply of safe, nutritious food at reasonable prices to consumers; to ensure equitable returns to producers, processors and marketers; and to meet Canadian food and technological aid commitments to international development.

The Minister of Agriculture, the Department and agencies administer 43 acts concerning food and agriculture industries. The activities of the Department extend from the farmer to the consumer, through all phases of production, processing and marketing of crops and livestock. The Department also assists farmers through crop insurance, price stabilization, and agricultural adjustment programs to alleviate losses caused by the weather, changing markets, and certain other hazards. While the collection and use of personal information is necessary for the performance of most activities, it is especially important for the following activities: research; regulation and licensing of imports and exports of livestock and plant products; control and eradication of animal diseases; and administration of the various loan and subsidy programs.

Access Procedures

Please address enquiries concerning personal information banks controlled by the Department of Agriculture, the Canadian Grain Commission and the Agricultural Stabilization Board to:

Privacy Co-ordinator
Agriculture Canada
Sir John Carling Building
Carling Avenue
Ottawa, Ontario
K1A 0C5

Personal Information Banks

Food Production and Inspection Branch

Livestock Transportation
AGR-P10

The purpose of this information bank is for the improvement of the conditions under which animals are transported. Information contained in the bank includes records of livestock transported from western to eastern Canada by rail, and to a lesser degree, by truck and indicates the consignor, consignee, of the shipment, the numbers and types of animals involved, and their conditions at various points throughout the journey. Files are located in Ottawa and in regional and district offices, and are arranged by date and point of origin. The use of this bank is to monitor the transportation of animals and particularly livestock in Canada, to identify problems, and to permit corrective action to be taken under the authority of the *Animal Disease and Protection Act* and Regulations. Information is maintained in this bank for a period of two to 20 years following the shipment.

IND = 25,000/ADP = h/DATE = 84-04-01

Importation of Cattle from United Kingdom
AGR-P20

The purpose of this information bank is to prevent the introduction of exotic diseases into Canada from the United Kingdom in accordance with the *Animal Disease and Protection Act*. The information contained in the bank includes applications for import permits, copies of the import permits and relevant correspondence on imported animals. Files are located in Ottawa and in regional and district offices, and are arranged by year and name of importer. Individuals who have applied for import permits for cattle from the United Kingdom are identified by name and address. Files are used primarily for issuing import permits and monitoring imported cattle. Information is maintained in this bank for a period of 20 years.

IND = 1500/ADP = m/DATE = 84-04-01

European and Australian Importation Program
AGR-P30

The purpose of this information bank is to prevent the introduction of exotic diseases into Canada from continental Europe and Australia in accordance with the *Animal Disease and Protection Act*. The information contained in the bank includes applications for import permits, project proposals outlining present cattle inventory and proposed breeding programs, departmental farm visit reports, copies of the import permits and relevant correspondence on imported animals. Files are located in Ottawa and in regional or district offices, and are arranged by year and name of importer. Some information is compiled by computer. Individuals who have applied for import permits for cattle from continental Europe or Australia are identified by name and address. The bank is used primarily for issuing import permits and monitoring imported cattle. Information is maintained in this bank for a period of 20 years.

IND = 5500/ADP = h/DATE = 84-04-01

Export of Livestock
AGR-P40

The purpose of this information bank is to prevent the export of diseased livestock and to assure that the livestock meet the health requirements of the importing countries. Information contained in the bank includes names and addresses of livestock owners, numbers and identification of the livestock exported. The files include records on individuals as well as companies involved in the exporting of livestock such as volume of business, value of contracts and purpose of exportation. Files are located in Ottawa and in regional and district offices, and are arranged by name of exporter, date of exportation, and destination. Some information is compiled by computer. The bank is used to monitor the export of animals, to issue health certificates, and to establish uniformity of procedures in the operations of quarantine and inspection of livestock for export. The information is maintained in this bank for a period of five years following the shipment of the livestock.

IND = 75,000/ADP = h/DATE = 84-04-01

Disease Investigation
AGR-P50

The purpose of this information bank is to monitor livestock diseases in Canada in accordance with the *Animal Disease and Protection Act*. Information contained in the bank includes reports on herds in which there have been an unusual number of deaths or other uncommon occurrences, reports from veterinary practitioners reporting unusual occurrences in their area, reports from veterinarians in charge of registered establishments reporting high incidence of disease in one particular herd or flock. Files are located in Ottawa and in regional and district offices, and are arranged by region, disease, owner's name and date. The primary use of this bank is to report unusual occurrences of animal disease. Individuals identified in this information bank will be those who have had uncommon occurrences in their herds or flocks. Information is maintained in this bank for a period of 20 years.

ADP = m/DATE = 84-04-01

Department of Agriculture

Herd Test Reports on Bovine Tuberculosis

AGR-P60

The purpose of this information bank is for the eradication of bovine tuberculosis. Information contained in the bank includes the number of animals tested, the number of animals suspected of or suffering from tuberculosis, the location where the reactors were slaughtered, the amount of compensation paid, and a certificate declaring premises free of disease. This information bank records test results on all herds tested for bovine tuberculosis. Files are located in Ottawa and in regional and district offices, and are arranged by year, region and owner's name. Primary use of this bank is to monitor tuberculosis in Canada and to calculate the payment of compensation for animals slaughtered under the *Animal Disease and Protection Act*. Information is maintained in this bank for a period of 20 years following the testing of an individual's cattle.

IND = 259,141/ADP = m/DATE = 84-04-01

Embryo Transfer Centres

AGR-P70

The purpose of this information bank is the prevention of disease through the process of animal embryo transfer from donor females into recipient females. Information contained in the bank includes the names and identification of parents of embryos, results of tests of parent and recipient animals, records of animals, animal embryos imported into the contry by means of recipient animals or for transfer into recipient animals and records showing the number of animal embryos exported. Under the authority of the *Animal Disease and Protection Act* records are maintained on individuals who have had embryo transfers performed at embryo transfer centres. The files are located in Ottawa and in regional and district offices, and are arranged by date, embryo transfer centre and name of owner. The bank is used in the monitoring of embryo transfer centres for registration purposes, issuing export certificates and import permits. Information is maintained in this bank for a period of 20 years.

IND = 1000/ADP = m/DATE = 84-04-01

Herd Test Reports on Brucellosis

AGR-P80

The purpose of this information bank is to aid the the eradication of brucellosis. Information contained in the bank includes reports on herd owners, the number of animals tested, the number of animals suspected of or suffering from brucellosis, the location where the reactors were slaughtered, the amount of compensation paid, and the certificate declaring premises free of disease. The test results on all herds tested for brucellosis in Canada are recorded and used to evaluate the program and to calculate the payment of compensation for animals slaughtered under the *Animal Disease and Protection Act*. Files are located in Ottawa and in regional and district offices, and are arranged by year, region, and owner's name. Information on herds tested in the Maritime provinces and Quebec is also maintained on computer files with individual owners identified by a file code number. Information is maintained in this bank for a period of two to 20 years following the testing of an individual's cattle.

IND = 259,141/ADP = h/DATE = 84-04-01

Herd Test Reports on Johne's Disease (Paratuberculosis)

AGR-P90

The purpose of this information bank is for the control of Johne's disease in accordance with the *Animal Disease and Protection Act*. Information contained in the bank includes the number of animals tested and the number of animals suspected of or suffering from Johne's disease. Files are located in Ottawa and in regional and district offices, and are arranged by year, region and owner's name. Primary use of this bank is to monitor Johne's disease in Canada. Information is maintained in this bank for a period of ten years following the testing of an individual's cattle.

IND = 100/ADP = m/DATE = 84-04-01

Disease Investigation on Reportable Diseases

AGR-P100

The purpose of this information bank is the eradication and or control of livestock diseases in Canada which are reportable under the *Animal Disease and Protection Act*. Information contained in the bank includes reports on individual herds in which a reportable disease has been diagnosed or suspected. Files are located in Ottawa and in regional and district offices, and are arranged by year, disease, region, and owner's name. The primary use of this bank is the monitoring of reportable livestock diseases and payment of compensation. Individuals identified in this information bank will be those who have had reportable disease in their herd or flock. Information is maintained in this bank for a period of 20 years.

ADP = m/DATE = 84-04-01

Artificial Insemination Units

AGR-P110

The purpose of this information bank is the prevention of diseases through the use of artificial insemination. Information contained in the bank includes reports on owners of male donor animals in the A.I. units; name, identification and test results of the animals; records on the amount of semen being imported into the country to be stored at the A.I. units; and records showing the amount of semen exported. Records are maintained under the authority of the *Animal Disease and Protection Act* on individuals who have had semen collection of animals at A.I. units. Files are located in Ottawa and in regional and district offices, and are arranged by A.I. unit and by individual's name. This bank is used in the monitoring of A.I. units and for issuing licences, export certificates and import permits. Information is maintained in this bank for a period of seven years.

IND = 10,000/ADP = m/DATE = 84-04-01

Licensing of Swine Producers Feeding Garbage

AGR-P120

The purpose of this information bank is to prevent the introduction of disease through the feeding of garbage to swine in accordance with the *Animal Disease and Protection Act*. Information contained in the bank includes copies of permits issued to individuals showing name, address, location and number of swine on premises, building structure and size, number of swine arriving at the premises, number of swine leaving and the location where they were slaughtered. Files contain applications for all garbage feeders operating in Canada. The files are located in Ottawa and in regional and district offices, and are arranged by year, region, owner's name and permit number. The primary use of this bank is to monitor garbage feeding of swine and to license premises in Canada. Information is maintained in this bank for five years.

IND = 106/ADP = h/DATE = 84-04-01

Food Inspection Directorate

Canadian Registered Egg Stations
AGR-P130

The purpose of this bank is to provide an historical record on registered egg stations. It contains documentation prepared by federal inspectors on egg station operation and egg station operators' own weekly submissions on station processing of shell eggs. Only Canadian egg stations registered under the Egg Regulations of the *Canada Agricultural Products Standards Act* are covered. The primary use of the records is to accumulate for weekly publication a provincial and Canadian record of egg gradings and production for use by the total Canadian poultry industry. Files are located in Ottawa and in regional and district offices. Individuals are identified by name and establishment number. Records concerning registered egg stations are retained for four years after the current year and for one year after cancellation of registration.

IND = 490/ADP = m/DATE = 84-04-01

Canadian Processed Egg Stations
AGR-P140

The purpose of the bank is to provide an historical record on Canadian processed egg stations. As per the Processed Egg Regulations of the *Canada Agricultural Products Standards Act* the bank contains documentation prepared by federal inspectors on processed egg station operation and processed egg station operators' own weekly submissions on station output. The primary use of the bank is to accumulate for weekly publication a provincial and Canadian record of processed egg station throughput for use by the total Canadian poultry industry. Files are located in Ottawa and in regional offices. Individuals are identified by name and by establishment number. Statistical summary information is maintained on computer. Records concerning processed egg stations are retained for four years after the current year or for one year following cancellation of registration.

IND = 21/ADP = h/DATE = 84-04-01

Canadian Registered Hatcheries (Chicken and/or Turkey)
AGR-P150

The purpose of the bank is to provide an historical record on hatcheries registered under the Hatchery Regulations of the *Livestock and Livestock Products Act*. It contains documentation prepared by federal inspectors on hatchery operation and hatchery operators' own weekly submissions on hatchery output (chicks and/or poults). Files are located in Ottawa and in regional and district offices, and are arranged by year, establishment number, and name. Statistical summary information is maintained on computer. The primary use of the file is to accumulate for weekly publication a provincial and Canadian record of chick and poult production for use by the total Canadian poultry industry. Information concerning hatcheries is retained for four years after the current year and for one year following cancellation of registration.

IND = 160/ADP = h/DATE = 84-04-01

Canadian Processed Poultry Stations
AGR-P160

The purpose of the bank is to provide an historical record on processed poultry stations. As per the Processed Poultry Regulations of the *Canada Agricultural Products Standards Act* it contains documentation prepared by federal inspectors on processed poultry station operation and processed poultry station operators' own weekly submissions on station production. Files are located in Ottawa and in regional and district offices, and are arranged by year, establishment number and name. Statistical summary information is maintained on computer. The primary use of the files is to accumulate for weekly publication a provincial and Canadian record of processed poultry stations output for use by the total Canadian poultry industry. Records concerning processed poultry stations are retained for four years after the current year and for one year following cancellation of registration.

IND = 141/ADP = h/DATE = 84-04-01

Dairy, Fruit and Vegetable Division

Inspection and Registration — Processed Dairy Products
AGR-P170

This information bank is used in the regulation of dairy products under the mandate of the *Canada Agricultural Products Standards Act* and Regulations. It contains information concerning the condition of dairy premises, product quality, the volumes, prices and countries of origin of imported products. The entire dairy industry in ten provinces is included in this information bank with the exception of the farm level and the fluid milk area. Files are located in Ottawa and in regional and district offices, and are arranged by establishment number. Individuals are identified by name and establishment number. Statistical summary information is maintained on computer. The information is used in regulating the manufacturing, importation, exportation and marketing of dairy products and in the formulation of government policy. Records are kept for a period of three years.

IND = 600/ADP = m/DATE = 84-04-01

Licensing Agents and Inspection — Fresh Fruits and Vegetables
AGR-P180

The purpose of this bank is to aid enforcement of the *Canada Agricultural Products Standards Act* and Regulations relating to product quality and marketing of fresh fruits and vegetables. It includes documentation on product grading, labelling and packaging as well as information on dealers, brokers and commission merchants. Only companies and individuals licensed under the Licensing and Arbitration Regulations are included in the bank. Files are used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. Records are located in national, regional district and Work Centre offices and are organized by establishment and/or name of individual. Records are kept for five to ten years.

IND = 1700/ADP = m/DATE = 84-04-01

Inspection and Registration — Processed Products
AGR-P185

The purpose of this bank is to aid enforcement of the *Canada Agricultural Products Standards Act* and Regulations relating to the quality and safety of processed products, honey and maple products. It includes documentation on safety, grading, packaging, and labelling of products as well as correspondence and information on food processors, packers, importers, wholesalers, and retailers. Only companies and individuals registered under the Processed Products, Honey and Maple Products Regulations are included in the bank. Files are used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. Records are located in national, regional, district and Work Centre offices according to organizational needs and are organized by establishment and/or name of individual. Depending upon the individual records, the files are kept for five to ten years.

IND = 3,400/ADP = m/DATE = 84-04-01

Plant Health and Plant Products Directorate

Seed Quality

AGR-P190

The purpose of this bank is to monitor and to enforce compliance with the *Seed Act* and Regulations respecting quality, labelling, and advertising of seeds. It contains information on purity, labelling, advertising of seeds, licensing of crop varieties and production data. Individuals involved in the production, importation, and marketing of seed are identified by name and address. Files are located in Ottawa and in regional and district offices. Production statistics are compiled by computer. Information is retained in the bank for 20 years.

IND = 6500/ADP = h/DATE = 84-04-01

Authorization of Establishments to Certify Seed

AGR-P200

The purpose of this bank is to maintain a record of businesses and individuals who have been authorized to tag and seal certified seed, and/or sell certified seed in bulk, along with technical data on the basis of the authorization and subsequent performance of the seed from such establishments in meeting standards under the *Seed Act* and Regulations. It contains exclusively technical information on the seed handling equipment, seed sale data, and product compliance data. Files are located in Ottawa and in regional offices, and are arranged by establishment number. Companies and individuals in the seed business are identified on the files, by name and establishment number which are used to assess on the basis of product performance whether authorization should be continued or withdrawn. Records are kept for ten years.

IND = 1193/ADP = m/DATE = 84-04-01

Seed Potato Crop Certification

AGR-P210

Provisions under the *Seeds Act* and Regulations provide that any person wishing to produce seed potatoes in Canada shall apply for inspection of his crop by seed potato inspectors, and that following field and tuber inspection a classification shall be assigned to his seed. The seed application contains information on the acreage of potatoes planted as well as the variety, source of the seed and handling procedures. Files are located in the regions and are organized by crop, year and applicant's name. The program covers ten provinces, and the information obtained in the application is used to make a preliminary determination as to the acceptability of the applicant for crop inspection. Records are stored for a period of five years.

IND = 15000/ADP = m/DATE = 84-04-01

Plant Quarantine Division

Import Control Information Bank

AGR-P220

Provisions under the *Plant Quarantine Act* and Regulations provide that persons wishing to import plants or plant materials shall apply for an import permit and that all shipments of such materials be inspected prior to entry into Canada. The permit application contains information of the species of plant imported, the intended use, where they were obtained, the supplier, and the names of importers. Inspection reports contain information regarding conformance with federal phytosanitary inspection standards. Files are located in Ottawa and in regional and district offices and are arranged by the name of importer, exporter, and permit number. Some data is maintained on computer. The program covers ten provinces and the information obtained in the application is used to determine the acceptability of the plant or plant material. Reports are stored for a period of ten years.

IND = 10,000/ADP = h/DATE = 84-04-01

Export Control Information Bank

AGR-P230

Provisions under the *Plant Quarantine Act* and Regulations provide the authority to inspect plant materials (including seed) entering the export market in order to issue a phytosanitary certificate stating that the shipment conforms to the plant quarantine standards of the importing country. Inspection reports contain information of the species of plant to be exported, the quantity, where they were obtained, their destination, the names of the exporters and the phytosanitary condition of the shipment. Files are located in Ottawa and in regional and district offices and are arranged by region, commodity and importing country. The program covers ten provinces and the information obtained in the inspection reports is used to determine the acceptability of the plant or plant material to the importing country. Reports are stored for a period of five years.

IND = 27,000/ADP = m/DATE = 84-04-01

Race Track Division

Application for Pari-Mutuel Betting Permits

AGR-P240

The purpose of this bank is to grant qualified applicants permits to conduct pari-mutuel betting on horse races pursuant to Section 188 of the Criminal Code. It contains correspondence, and material on personal characteristics, criminal histories, and corporate ownership (Directors, and signing officer over 10% of the shares). The bank is used to qualify associations for betting privileges, and to fix dates for betting. Individuals seeking access to their records must provide the race track's name. Records are located in Ottawa and are held on all currently operating tracks and any track having operated in the last ten years.

IND = 120/ADP = m/DATE = 84-04-01

Research Branch

Inventory of Canadian Agricultural Research (ICAR)

AGR-P250

This bank contains information on agricultural research projects under way in Canada. It includes research by federal and provincial governments, universities, corporations, and private organizations. The data base was set up to serve the needs of the Canadian agricultural community through the Canadian Agricultural Research Council (CARC), and of the Research Branch of Agriculture Canada. Information reported for each project includes project title, research establishment, funding agencies, descriptive keywords, and staff. Each staff member is classified by type (Professional, Technical) and identified by name and establishment. The time each staff member contributes to the project is reported. The inventory is used to allocate resources and to answer queries on agricultural research. Records are maintained for five years after the completion of a project.

IND = 1500/ADP = h/DATE = 84-04-01

Pesticide Research Information System

AGR-P260

The purpose of this bank is to maintain information of current research projects on pesticides under way in Canada. It includes research by federal and provincial governments, universities, corporations, and private organizations. Information in this bank includes a glossary of pesticide terms, experimental pesticides, inventory of pesticide researchers, results of studies, pesticide use index, and pesticide residues. Individuals involved in pesticide research are identified by name, work location and telephone number. The data base was established to facilitate the dissemination of information among researchers studying pesticides. The information is maintained on computer and is accessible through Ottawa or the regional offices. The bank is updated annually and the information is retained for one year.

IND = 300/ADP = c/DATE = 84-04-01

Marketing and Economics Branch

Advance Payment for Crops

AGR-P270

Under the authority of the *Advance Payment for Crops Act*, the Department guarantees loans to producer groups who distribute funds to individual producers. The objective is to prolong the marketing season by storing crops at harvest time and making them available for sale later. Producer groups provide lists of producers who have participated in the program and lists of producers who have defaulted on repayment. Information in the bank includes producers' names and addresses, the amount of payment, the repayment schedule, judgements against defaulters, action taken by producer groups to obtain payment and any relevant personal or business financial information required to confirm conditions for default. Information is used to ensure adherence to the terms and conditions of the Act and to take the necessary actions to ensure collection from defaulters. Records are located in Ottawa and are retained for six years after the payment of the loan.

IND = 48,900/ADP = m/DATE = 84-04-01

Regional Development Branch

Two-Price Wheat Program

AGR-P280

This information bank is used to make payments under the *Two-Price Wheat Act* to individuals and marketing boards. It contains monthly information on wheat sold for human consumption in Canada and the average export price of wheat as determined by the Canadian Wheat Board. Information is available for individual producers in Quebec and in total for the Canadian Wheat Board designated area (Prairie Region), the Ontario Wheat Producers' Marketing Board and the Wheat Marketing Board of Nova Scotia. Records are arranged by year and name of individual. As payments under the Act ceased in 1978, records will be retained until 1988.

IND = 730/ADP = m/DATE = 84-04-01

Animal Production Division

Records of Performance for Dairy Cattle, Sheep, Beef Cattle and Swine

AGR-P290

The purpose of this bank is to keep an inventory of names and addresses of breeders of sheep, dairy and beef cattle, and swine breeders participating in the program to disseminate relevant performance information on their animals. It contains names and addresses of breeders enrolled in the programs. Files are located in Ottawa and in regional offices and individuals are identified by name and identification code. Files are used to mail performance data to breeders, to solicit annual fee payments, and mail reports to participants. Records are held for a period of five to ten years.

IND = 8,450/ADP = h/DATE = 84-04-01

Stockyards — Commission Firms, Members and Employees

AGR-P300

The purpose of this bank is to ascertain that members and employees have not respectively purchased or sold livestock prohibited under the Livestock Regulations of the *Livestock and Livestock Products Act*. It contains the names and occupations of members and employees. The Commission Firm's Shippers Trust Account is inspected monthly to determine, among other things, if Section 21 or 25 of the Regulations has been contravened. Files are located in Ottawa and at stockyards and are arranged by stockyard. The names of buyers and sellers listed in the account are checked against the list of members and employees. As the Act will terminate in 1984, the information in the bank will be retained until 1985.

IND = 50/ADP = m/DATE = 84-04-01

Stockyards — Dealers

AGR-P310

The purpose of this bank is to ensure that proper bonds are in order as required by the *Livestock and Livestock Products Act* and the Stockyards Regulations. It contains the names, addresses, amount of daily sales, bonds and continuation certificates of livestock dealers operating in federally supervised stockyards. Files are located in Ottawa and at stockyards and are arranged by stockyard. As the Act will terminate in 1984, the information in the bank will retained until 1989.

IND = 45/ADP = m/DATE = 84-04-01

Farm Development Division

Small Farm Development Grants

AGR-P320

The purpose of this bank is to provide evidence of entitlement for grants paid or payable. Data in this bank include name and address, amount of each grant, whether paid in lump sum or by annuity and a brief description of the sale of farm property which established the grant entitlement. Coverage is restricted to persons who have demonstrated an entitlement to either a cash grant or annuity grant under the Small Farm Development Program. The principal use of this bank is to provide documentary support for grant payments made under the Small Farm Development Program. The life span of this data is six years after the end of the fiscal year in which payment is made. The bank will be terminated in 1985.

IND = 750/ADP = m/DATE = 84-04-01

Farm Improvement Loan Information
AGR-P330

The *Farm Improvement Loans Act* facilitates the availability of intermediate and short-term credit to farmers for the improvement or development of farms and for the improvement of living conditions thereon. Loans are made by chartered banks and other designated lenders, and these loans are guaranteed against loss by the Government of Canada. These lenders are obliged to report particulars of their loans which constitute this bank of information. Included are names and addresses of borrowers, the purposes and amounts of loans, and other financial details when a claim for loss is submitted. Files are located in Ottawa and since 1979 the information is maintained on computer. The bank is organized alphabetically by names of borrowers. Information in the bank is retained for six years.

IND = 60,000/ADP = h/DATE = 84-04-01

Feed Freight Assistance Adjustment Fund
AGR-P340

The Ontario Feed Freight Adjustment Program is intended to improve production and utilization of feed grain in Ontario by offering incentives for capital expenditures. The program is totally funded by the Government of Canada and is administered in cooperation with the Ontario Ministry of Agriculture and Food. This Program, and the associated Innovator Incentive Program, provide for grants to individuals and corporations to partially offset their capital expenditures for permanently installed structures and equipment for the on-farm storage, drying and/or processing of grain and livestock feed. The bank contains applicants' names, addresses, social insurance numbers, kind and cost of purchased equipment, and the amounts of grants approved for payment. Although Feed Freight Adjustment Programs are also operative in Quebec and British Columbia, only the Ontario program is structured so as to require this sort of information on program participants. Files are located in Ottawa and information will be retained until 2017 at which time the bank will terminate.

IND = 13,000/ADP = h/DATE = 84-04-01

Small Farm Development Program On-Farm Demonstration Contribution Files
AGR-P350

The Small Farm Development Program was established to facilitate structural adjustments on farms, by assisting farm enlargement and consolidation, and improving management capability of operators of small farms. The Program provides for the payment of contributions to farm operators who allow demonstrations of sound agricultural practices to be carried out on their premises. The purposes of this bank are to record applications for contributions and to maintain a running account of expeditures made under this part of the Program. The bank contains applicants' names and addresses, particulars about proposed demonstrations, their final results, and amount of contributions approved for payment. Files are located in Ottawa and information will be retained until 1989 at which time the bank will terminate.

ADP = m/DATE = 84-04-01

Farm Income Services Branch

Western Grain Stablization Program
AGR-P360

This bank is used to administer stabilization payments to grain producers. It contains the grain receipts and levy payments of holders of permits issued by the Canadian Wheat Board in Manitoba, Saskatchewan, Alberta and British Columbia. Files are used to calculate and issue stablization payments to participating grain producers. Individuals seeking access to their records should include the producer's Canadian Wheat Board permit number. Files can be accessed through the Winnipeg office. Records are held for ten years.

IND = 200,000/ADP = c/DATE = 84-04-01

Crop Insurance Division

Ad Hoc Emergency Assistance Programs
AGR-P370

The purpose of these programs is to provide emergency assistance to farmers as a result of severe crop losses, in the absence of viable crop insurance programs. The bank contains information concerning a number of one-time emergency assistance programs such as the Feed and Livestock Transportation Assistance Program, the Hay Transportation Assistance Program, the Livestock Fodder Procurement Programs, the Grain Embargo Compensation Program and the Herd Maintenance Assistance Program. The files include information such as the quantity of feed purchased, costs including transportation, numbers of livestock transported, crop yields, grain transactions, number of animals and farm size. Individuals are identified by name, address and depending upon the program, by the Canadian Wheat Board permit number. Records are located in Ottawa or in Winnipeg and are retained for a period of six to ten years depending upon the subject.

IND = 158,669/ADP = m/DATE = 84-04-01

Agricultural Stablization Board

ASB Producer Files
AGR-P380

The purpose of this bank is to administer deficiency payments to producers under the *Agricultural Stablization Act*. It contains producer identification, land location, production statistics, production claimed for subsidies, payments made to producers, and documents supporting production and sales. It may also contain additional information on producer eligibility for subsidies such as documents of incorporation, partnership and statutory corporate returns. Files cover producers in all provinces who apply for programs. Records are located in Ottawa and are arranged by province and producer names. Files are retained for six years.

IND = 200,00/ADP = h/DATE = 84-04-01

Finance and Administration Branch

Privacy Request Data Bank
AGR-390

This bank contains the privacy request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing privacy requests in accordance with the *Privacy Act* and to report on the number of privacy requests received annually. Files will be kept for two years.

IND = 22/ADP = m/DATE-84-04-01

Access to Information Request Data Bank

AGR-P395

This bank contains the access request forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. It is used for processing access requests in accordance with the *Access to Information Act* and to report on the number of access requests received annually. Files will be kept for two years.

IND = 27/ADP = m/DATE = 84-04-01

Canadian Grain Commission

Producer Car Program

AGR-P400

The purpose of this program is to allocate railcars to grain producers for the transport of their crop to market under the authority of the *Canada Grain Act*. On the basis of applications submitted by producers, railway cars are allocated depending upon availability, and waiting lists are compiled. This bank is comprised of correspondence and producers' applications which are filed by date of receipt and contain information such as the producer's name, application number; type, quality and quantity of grain; and the Canadian Wheat Board permit number. These records are located in Winnipeg and are maintained for six years.

IND = 5,000/ADP = m/DATE = 84-04-01
LOC = Winnipeg

Licensing and Bonding Program

AGR-P410

The purpose of this program is to license grain dealers and grain elevators under the authority of the *Canada Grain Act*. The bank contains correspondence and annual applications from grain dealers and grain elevators to market grain. The bank is organized alphabetically by the name of the grain dealer and elevator and contains personal and corporate financial information, credit information and technical data such as the capacity of the elevator. The records are located in Winnipeg and are maintained for a period of ten years.

IND = 90/ADP = m/DATE = 84-04-01
LOC = Winnipeg

Unofficial Sample File

AGR-P420

The purpose of this bank is to maintain a record of all unofficial samples taken or tests conducted by Grain Inspectors under the authority of the *Canada Grain Act*. The samples are kept for a period of 30 days. The records are located in Winnipeg and contain the name of the grower, the name of the requestor and the grade of the sample. The records are kept on a crop year basis and are filed by name and date of submission. Files are maintained for a period of six years.

IND = 14,200/ADP = m/DATE = 84-04-01

Prairie Farm Rehabilitation Administration (PFRA)

PFRA administers a variety of soil and water conservation progams. These programs center on stabilizing and rehabilitating lands submarginal for cereal production and conserving and storing water on the drought-prone prairies.

Programs and activities which involve the storage of personal information include the PFRA Tree Distribution Program, the Southwest Saskatchewan Irrigation Project, the Community Pasture Program, the Soil and Water On-Farm Activities, and the Herd Maintenance Assistance Program. Personal information collected in the course of administering these programs typically can include particulars such as names, addresses, land holdings and financial data. This personal information is stored in a variety of formats within the respective program information bases. Retrieval of personal information normally requires provision of such specifics as name, address, and land location data.

Classes of Personal Information

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the *Agricultural and Rural Development Act* (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and the Island in 1969, under the authority of the *Fund for Rural Economic Development Act*. The Plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. Special areas have been designated in Canada, such as the Magdalen Islands, in order to deal with special problems of economic expansion and social adjustment. In addition, under the Federal Development Strategy for Prince Edward Island, the Department delivers the Small Business Assistance Program which provides financial assistance for capital projects.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

General Correspondence and Inquiries

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics, and the humane treatment of animals. It also relates to general inquiries concerning agricultural research, market intelligence, food advisory information and financial assistance to marketing boards and cooperatives. The personal information contained in this class normally includes the name and address of the inquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Anti-dumping Tribunal

Background

The Anti-dumping Tribunal derives its authority from the *Anti-dumping Act* and subsequent amendments to it. The Act came into force on January 1, 1969. The *Anti-dumping Act* and Countervailing Duty Regulations of March 1977 provide a mechanism for the protection of Canadian producers from unfair competition from dumped, subsidized or low-cost imports which cause material injury to an established Canadian industry or threaten the retardation of the establishment of a new industry in Canada.

Anti-dumping or countervailing procedures usually start with a complaint by a Canadian manufacturer to the Deputy Minister of National Revenue (Customs and Excise) who is responsible for initiating an investigation to determine if imports are dumped or subsidized and injurious to a domestic industry. If the Deputy Minister determines as a result of the investigation that dumping or subsidization exists, then the matter is referred to the Anti-dumping Tribunal to determine the existence of material injury or retardation of the establishment of an industry in Canada.

The Tribunal, a quasi-judicial body, conducts formal inquiries by notifying interested parties, requesting briefs or submissions and by holding hearings at which evidence is adduced and arguments made by interested parties on the question of injury to a domestic industry. The Tribunal normally has 90 days to reach a decision.

Findings of material injury issued by the Tribunal give rise to the imposition by National Revenue (Customs and Excise) of anti-dumping duties (or countervailing duties upon agreement by the Governor in Council). The Tribunal periodically revises its prior findings of material injury, sometimes formally through hearings to determine if the findings should be maintained, rescinded or modified. The Tribunal may be required to give advice on the question of the existence of material injury prior to the issuance of a preliminary determination by the Deputy Minister. In addition, the legislation also empowers the Tribunal to inquire into and report, at the request of the Governor in Council, on the impact on an industry of other imports (i.e. such as low-cost imports).

The *Anti-dumping Act* will be repealed in the near future and be replaced by *The Special Import Measures Act*. *The Special Import Measures Act* was passed by both Houses of Parliament and received Royal Assent on June 30, 1984. The Act is expected to come into effect in late 1984 by proclamation; the date of which at the time of writing has not been set. The Act was designed to modernize and streamline Canada's laws dealing with imports injurious to Canadian production and provides for a broader mandate for the Tribunal which will be renamed The Canadian Import Tribunal.

Access Procedures

Please address all requests for formal access to:

Assistant Secretary
Anti-dumping Tribunal
19th Floor — Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
Tel: (613) 993-4601

Atlantic Pilotage Authority

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-General-in-Council and proclaimed February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage authorities — Atlantic, Laurentian, Great Lakes and Pacific are Crown Corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority, Ltd. was incorporated in carrying out the *Pilotage Act* in 1972 as a Schedule "D" Crown Corporation within the meaning and purpose of the *Financial Administration Act*.

The role of the Authority is to establish, operate, maintain and administer in the interest of safety an efficient and economical pilotage service within its geographical boundaries, all coastal waters in the Atlantic Region. As a further goal, the authority prescribes tarifs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Access Procedures

Please direct enquiries concerning the *Privacy Act* to:

Corporate Secretary
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, Nova Scotia
B3J 1M5

Personal Information Banks

Service Contracts
APA-P10

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as Land Transportation and Water Transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for Service Contracts is ten years. Access to this bank will require the contract number and description of the service.

DATE = 84-04-01

Accounts Receivable Files
APA-P20

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms, individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is seven years. Access to this bank will require name and address.

DATE = 84-04-01

Accounts Payable Files
APA-P30

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers together with supporting documentation is seven years. Access to this bank will require name, address and date of account.

DATE = 84-04-01

Application for Employment File
APA-P40

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is ten years. Access to this bank will require name, address and date of birth.

DATE = 84-04-01

Register of Pilots
APA-P50

The purpose of the bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on the physical characteristics, licences, certificates and accidents. The retention period for this bank is indefinite. Access to this bank will require name and address.

DATE = 84-04-01

Atomic Energy Control Board

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act* (RSC 1970 c. A-19). In addition to this Act and its related Regulations, the AECB administers the *Nuclear Liability Act*. The head office is in Ottawa.

Overall Responsibilities

The AECB is empowered by the *Atomic Energy Control Act* to control the development, application and use of atomic energy. This is done by a comprehensive licensing system covering all dealings in prescribed atomic energy substances and items.

The objective of the AECB is to protect the health and safety of workers and the public, and to ensure the physical security and safeguarding of nuclear materials in the Canadian industry. In the occupational health and safety area, the AECB requires verification that workers in the industry are protected against radiation in excess of the limits set out in the Regulations. To this end all workers wear dosimeters, supplied by an approved dosimetry service, to record their exposures, and the AECB appoints inspectors both from its own staff and, by arrangement, from provincial governments and institutions, to assure compliance with AECB licence and Regulations requirements. The AECB also invites federal and provincial health authorities to name experts to act as medical advisers in the field of occupational radiological health and safety. These actions lead to the development of files in which personal histories and occupational data may be stored.

Access Procedures

Requests for information are to be directed in writing to:

Privacy Co-ordinator
Atomic Energy Control Board
P.O. Box 1046
Martel Building
270 Albert Street
Ottawa, Ontario
K1P 5S9

Personal Information Banks

Planning and Co-ordination Division

Health and Safety Regulations: Medical Advisers
AECB-P10

The purpose of the bank is to record information on the appointment of medical advisers to the AECB. Individuals are all qualified medical officers and may be from provincial government departments, hospitals, institutions, or the federal service. The bank contains names and details concerning present employment and area of jurisdiction, and communications between the AECB and parent agencies or the individuals prior to appointment. The bank provides an up-to-date status of individual appointments by name. Records are retained during tenure of appointment, and for two years subsequently; they are then sent to the Public Archives.

IND = 30/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Health and Safety Regulations: Inspection Officers
AECB-P20

The purpose of the bank is to record information relating to the appointment of employees of provincial government departments or health institutes, to act as inspectors under the *Atomic Energy Control Regulations*. The bank may contain data on nationality, age, sex, education and special training, and employment history, as well as correspondence with provinces leading to appointments. There may be sensitive material relating to federal-provincial negotiations for service. The bank provides an up-to-date identification of individuals appointed as inspectors. Records are held during tenure of appointment, and for two years subsequently, after which they are sent to the Public Archives.

IND = 150/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Operator Certification and Research Facility Division

Examinations and Results
AECB-P30

The AECB sets examinations for personnel at nuclear reactor facilities to ensure that the requirements for operating personnel are met. This bank maintains a record of the examinations given to such personnel. Data includes names of individuals, titles of examinations written, and results in terms of success or failure. Records are retained in the bank for an indefinite period.

IND = 800/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Reactor Operators and Training
AECB-P40

The purpose of the bank is to provide an accurate and up-to-date record of all information on authorizations and appointments of individuals to designated positions at nuclear generating stations and research reactor sites. Data includes a record of correspondence on these aspects, details of education and experience, and basic personal information. Records are maintained in the bank for an indefinite period.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Reactor Personnel
AECB-P50

The purpose of the bank is to maintain a record of each individual's examination and authorization for designated appointments at nuclear reactor facilities. Data include summaries of the individuals examination results, copies of all authorizations issued for the appointment of the individual to designated positions, and correspondence specifically relating to the individual. Records are retained for an indefinite period.

IND = 800/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Planning and Administration Branch

Temporary Assistance Records
AECB-P60

The purpose of the bank is to maintain an inventory of all temporary assistance agencies and individuals as their services are required by the Board. The data content may include such information as: names, addresses, social insurance numbers, invoices or time sheets pertaining to the individual's period of employment with the AECB. The primary use of the bank is to keep an accurate record of the agencies and terms of employment as required, on the basis of verification of accounts. Records are retained in the bank for three years.

IND = 16/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Applications for Employment
AECB-P70

This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the Atomic Energy Control Board. It includes correspondence, applications for employment, curricula vitae, interview data, and other personal information. This bank is used to identify applicants, their skills and abilities, work histories, and education for possible future appointments to the Board staff. Records are retained in the bank for one year.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Personal Service Contract Files
AECB-P80

The purpose of the bank is to maintain an accurate account of all payments made under Personal Service Contracts. The bank includes basic personal data, subject matter and terms of contract. The primary use of the bank is to record negotiations between the AECB and the individuals concerned. Records will be retained in the bank for an indefinite period.

IND = 2/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Access Request Data Bank
AECB-P90

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

In the course of conducting the programs and activities of the AECB, categories of personal information may be accumulated that are not contained in the specified banks described above. Such information relates to the occupational exposure of atomic radiation workers to radiation near or beyond the limits permitted by the Atomic Energy Control regulations. Such exposure may occur in the mining, refining, fabricating, power generating and waste management sectors of the nuclear industry, and in the fields of use of radioisotopes in industry and medicine. For all these areas there are active files in which events of high exposure to individuals and groups may on occasion be discussed, particularly with respect to accurate determination of the dose value to be recorded in the National Dose Registry (of National Health and Welfare), and to decisions on the hazard presented by such doses to individuals and their continued working in similar environments.

Such records are retained in the subject files in which they arise. The information is retrievable given (particularly) the identification of the AECB licensee in whose facilities or under whose responsibility the event occurred, with additional specifics concerning an individual's name, the nature and date of the event, the location in Canada, and the sector of the industry involved.

Office of the Auditor General

Background

The Auditor General is required by the *Auditor General Act* to audit government departments, agencies, and Crown corporations and the Accounts of Canada. He reports the results of his examinations to the House of Commons.

Access Procedures

Enquiries regarding the following information banks should be addressed to:

Privacy Co-ordinator
Office of the Auditor General
240 Sparks Street
Ottawa, Ontario
K1A 0G6
Tel.: (613) 995-3766

Personal Information Banks

Administrative Services Branch

Professional Service Contracts
AG-P10

The purpose of this file is to maintain information on individual consultants engaged under contract. These files are also used to report on status and commitment values of contracts throughout the Office. This file contains data referring to curriculum vitae and level within the firm of the individual, performance appraisal, rates charged for services, dollar values of contract, terms and contracts and previous contracts. These files cover all individuals working on contract for the OAG anywhere in the world. These files are kept for six fiscal years.

IND = 400/ADP = m/DATE = 84-04-01

Unsolicited Employment Applications
AG-P20

This bank exists to keep a record of unsolicited employment a tions received by this office and the action taken by this office ing the receipt of an application. The data content includes appl name and address, date application acknowledged and the t action taken (e.g., consider for future vacancies). The bank c applications from persons who have submitted without the O questing them to do so. Anyone requesting access to these r should do so in writing. Records are retained for two years.

IND = 350/ADP = m/DATE = 84-04-01

Competition Files
AG-P30

This bank exists in accordance with Section 18 of the Public Employment Regulations, to record and provide information to any competition administered by the Auditor General's Offic data content includes job descriptions; requests to staff; job p statement of qualifications; terms of reference; eligibility lists; cations for the particular competitions. The bank contains rec all persons who are included in a competition which the Audito eral's Office administers. The bank is used to provide infor relating to all competitions administered by the Auditor Ge Office so that the most meritorious candidate is selected. Indi may access their record by a written request. Retention: for assessments two years following board date, for eligibility li year after expiry, and for other documents two years from completion of process.

IND = 800/ADP = m/DATE = 84-04-01

Access Request Data Bank
AG-P40

This bank contains the access request forms sent by individu questing access to their files, the replies to such requests and in tion related to their processing. It is used for processing acc quests only, and to report on the number of access requests r annually. Files will be kept for two years.

DATE = 84-04-01

Background

The Bank is Canada's central bank and was incorporated in 1934 under the *Bank of Canada Act*, which charges it with the responsibility of regulating "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the Senior Deputy Governor and 12 Directors appointed by the government for three-year terms. The Deputy Minister of Finance sits on the board but does not have the right to vote. The Governor is the chief executive officer of the bank and handles the direction and control of the Bank's affairs.

Access Procedures

Normally, individuals who wish to inquire about their own personal status with respect to Information Bank numbers BC-P10, BC-P20 and BC-P30 may write directly to the Information Division, Public Debt Department. In the case of BC-P40, personal inquiries may be directed to the Comptroller. Otherwise, inquiries and requests for personal information under the *Privacy Act* should be addressed to

Secretary/Privacy Co-ordinator
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9

Personal Information Banks

Public Debt Department

Government of Canada Bond Registers
BC-P10

The purpose of this bank is to maintain a record from which the liability of the Government of Canada in the form of direct or guaranteed securities can be established and to maintain a record of ownership of fully registered bonds as required by Section 4 of the Domestic Bonds of Canada Regulations issued under the authority of the *Financial Administration Act*. Other purposes include the need to establish the status of individual bonds and the need to respond to inquiries from bond owners. The registers of fully registered bonds form the basis on which interest payments, either by cheque or by direct deposit, are made. At the present time, microfilm copies of these records are held indefinitely.

IND = 7,500,000/ADP = h/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Registers of Interest Paid
BC-P20

The purpose of this bank is to maintain a record of interest paid, by cheque or direct deposit, to holders of fully registered Government of Canada marketable bonds and Canada Savings Bonds. The information is used to investigate and respond to inquiries from bond owners related to interest payment. These records are maintained for a period of five years.

IND = 5,000,000/ADP = h/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Bondholder Inquiries and Estate Files
BC-P30

The purpose of this bank is to store legal documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada. Included in the correspondence are requests for information on bonds presently or previously held; communications concerning lost bonds, coupons and interest cheques; requests for information concerning the terms and conditions of specific issues; and interpretations of the Domestic Bonds of Canada Regulations. Retention periods range from two years to indefinite.

IND = 300,000/ADP = h/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Comptroller's Department

Unclaimed Bank Balances
BC-P40

The purpose of this bank is to maintain a record of unclaimed bank balances that have been transferred to the Bank of Canada from Canadian chartered banks in accordance with Section 209 of the *Bank Act*. An unclaimed bank balance is a debt payable in Canadian currency which is owed by a bank as a result of either

(a) a deposit held at a branch of a bank in Canada in respect of which no transaction has taken place and no statement of account has been requested or acknowledged by the creditor during a period of ten years, or

(b) a cheque, draft or bill of exchange (including an instrument drawn by one branch of a bank on another branch of the bank but not including an instrument issued in payment of a dividend on the capital stock of a bank) issued, certified, or accepted by a bank at a branch of the bank in Canada upon which no payment has been made for a period of ten years from the date of issue, certification or acceptance.

Dormant bank balances of $50.00 or less that have been held by the Bank of Canada for a further 20 years are then turned over to the Receiver General for Canada. Dormant bank balances of more than $50.00 are kept indefinitely under present legislation.

IND = 630,000/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Overall Responsibilities

The Canada Council was created by the Parliament of Canada in 1957 (*Canada Council Act*, 1957, RSC 1970 c-2, as amended). The mandate of the Canada Council (Section 8(1) of the Act) is "to foster and promote the study and enjoyment of, and the production of works, in the arts and, in particular, but without limiting the generality of the foregoing, the Council may, in furtherance of its objects:

(a) assist, co-operate with and enlist the aid of organizations, the objects of which are similar to any of the objects of the Council;

(b) provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;

(c) make awards to persons in Canada for outstanding accomplishment in the arts;

(d) arrange for and sponsor exhibitions, performances and publications of works in the arts;

(e) exchange with other countries or organizations or persons therein knowledge and information respecting the arts; and

(f) arrange for representation and interpretation of Canadian arts in other countries."

The arts are defined (Section 2) as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts, and other similar creative and interpretative activities". Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

The Canada Council has adopted as its general policy objective to recognize, foster, and promote excellence in the arts. Most grants are awarded through an extensive system of competitions, juried by practising artists and other independent specialists in the disciplines involved. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

The Canadian Commission for Unesco

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Section 8(2), Order-in-Council PC 19957-831, and in conformity with the Constitution of UNESCO).

Access Procedures

Please direct enquiries concerning the *Privacy Act* to:

Access to Information and Privacy Co-ordinator
Canada Council
255 Albert Street
Post Office Box 1047
Ottawa, Ontario
K1P 5V8

Personal Information Banks

Arts Awards Service

Arts Grants Case Files
CC-P10

The bank contains files of individuals who have applied to the Arts Awards Service for an Arts Grant in one of five categories: Arts Grants "A", Arts Grants "B", Short Term Grants, Project Cost Grants and Travel Grants. The bank is managed by the Registration Section of the Arts Awards Service. It contains the names, addresses, phone numbers, social insurance numbers and curriculum vitae of each candidate applying for a grant. In addition, the files indicate the process of adjudication used (jury or assessment) and may include the comments (or a precis of the comments) of the jurors or assessors. Arts Grants "A" and "B" files contain up to three confidential letters of appraisal, which are signed by an appraiser and sent directly to the Canada Council without being seen by the candidate. The files are organized alphabetically according to grant category. A card file containing the personal information and adjudication result is maintained separately, and organized alphabetically. It is used in the adjudication process of grant requests, and to provide data for statistical analysis of requests for individual grants. Files are kept on the premises for four years, whereupon they are transferred to the Public Archives of Canada, where they are retrievable for up to five years. A computer record is kept of the personal information and the result of the adjudication process for the purpose of statistical analysis.

IND = 20,000/ADP = h/DATE = 84-04-01
ID = Name,Arts Award file number/LOC = Ottawa

Grants for International Representation Case Files
CC-P20

This bank contains files of individuals who have applied to the Arts Awards Service for a Grant for International Representation (GRIPE). The bank is managed by the Registration Section of the Arts Awards Service. It contains application forms indicating the names, addresses, phone numbers, social insurance numbers and curriculum vitae of candidates, as well as the names of Canadian and international organizations with which they may be associated. The files indicate the process of adjudication used (jury or assessment) and confidential comments of these jurors or assessors (or a precis thereof). The files are organized alphabetically and may be retrieved alphabetically or numerically. A card file containing the personal information and names of relevant organizations is maintained separately, and organized alphabetically. The information contained in the bank is used to evaluate the relative merit of the proposal, for the purpose of funding or not funding the international travel requested. The files are kept on the premises for four years, whereupon they are transferred to the Public Archives of Canada, where they are retrievable for a period of five years.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name, File number/LOC = Ottawa

Paris Studios Program Case Files
CC-P30

The bank contains the requests by individual artists for access to artists' studios in Paris, France. The bank is maintained by the Central Registry Section of the Canada Council. The bank contains candidate files containing letters of requests and curriculum vitae of candidates, as well as correspondence including addresses. The information contained in the bank is used to evaluate the relative merit of the requests for access to the artists' studios. Files are kept permanently.

IND = 250/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Correspondence Files
CC-P40

The bank contains correspondence from individuals who have not made formal application for a grant from the Arts Awards Service. It is maintained by the Registry Section of the Service. It is used to maintain a record of all correspondence sent to the Arts Awards Service. Files are kept for two years at Canada Council, followed by five years at the Public Archives of Canada.

IND = 30,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Explorations Program

Explorations Grants Case Files
CC-P50

The bank contains files of individuals who have applied for an Explorations grant. The bank is managed by the Registration Section of the Explorations Programs. The files contain names, addresses, phone numbers and curriculum vitae of each candidate. There are up to three confidential letters of appraisal, which are signed by an appraiser and sent directly to the Explorations Program without being seen by the candidate. In addition, the file contains a letter notifying the candidate of the result. In the case of a successful applicant, interim and final reports will be added to the file while the project is being carried on. The files are organized numerically. A card file containing the personal information and adjudication results is maintained separately and organized alphabetically. The files are used in the adjudication process of grant requests, and to provide data for statistical analysis of requests for individual grants. The files are kept on the premises for four years, whereupon they are transferred to the Public Archives of Canada, where they are retrievable for up to five years. After that period, the files may be examined at the Public Archives only.

IND = 9,500/ADP = m/DATE = 84-04-01
ID = Name,file number/LOC = Ottawa

Communications Service

Communications Service Mailing List
CC-P60

The Communications Service has direct responsibility for the management of this mailing list. The purpose of this mailing list is to compile and maintain addresses of individuals and organizations to whom selected Canada Council publications are sent. It contains names and addresses of individual artists, arts organizations, organizational contacts, government departments, universities and other organizations to whom publications are sent. In addition, each computer record contains a code which identifies the discipline and area of interest, a code which identifies whether or not the individual is a client of the Council, and a unique reference number. It is used to facilitate the sending of Canada Council publications to interested parties. The code which identifies whether or not the individual is a client of the Council is not included in the actual mailout labels. Files are revised on an ongoing basis. Names are added or deleted as programs change, as the status of recipients change, etc.

IND = 9,500/ADP = h/DATE = 84-04-01
LOC = Ottawa

Art Bank

Purchase of Art Works from Artists Case Files
CC-P70

The purpose of this bank is to maintain a record of applications to the Art Bank for the purchase of art works from individual artists. It contains case files including letters of application from individual artists, correspondence to and from artists, invoices, biographical data, and the jury decisions. It is used to keep records on each application by artists for purchase of their work; to ensure payment is made for each work purchased; and to accumulate information on all works purchased from one artist. Files are kept permanently for successful applications. Files on unsuccessful applicants are retained at the Council for three years after which they are destroyed.

IND = 5,300/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Art Bank Labels
CC-P80

These labels are affixed to art works to identify the work. They contain the name of artist, birth date and place, title, medium, date of creation, accession number. They are used for identification purposes and are kept for as long as the work is in the Art Bank collection.

IND = 10,400/ADP = h/DATE = 84-04-01

Installation of Art Work Files
CC-P90

The purpose of this bank is to collect descriptive data on works purchased, especially on how works should be installed. It contains diagrams supplied by artists or their dealers giving details on installation of art works, forms filled out by artists or their dealers giving details on installation of art works, forms filled out by artists or their dealers describing works purchased. It is used to identify works and assist with their installation. Records are kept permanently.

IND = 1,177/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Biographical Files
CC-P100

The purpose of this bank is to collect biographical information on artists. It contains biographical information on artists, including biographies sent by artists or their dealers, invitations to exhibition openings, newspaper clippings etc. It is used as research information for use by staff and the public. Records are kept permanently.

IND = 2,527/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Accession Cards
CC-P110

The purpose of this bank is to keep track of all works in the Art Bank collection as well as some basic information on the artists. It contains data on each work purchased such as: title, medium, size, signature on work, date of creation, jury members, date work purchased, history of location of work, rental fee. In addition basic information on the artist such as birth date and place, citizenship, his/her dealer and place of residence when work was purchased is maintained. It is used to keep records of all works purchased by the Art Bank as well as their current location. In addition, it is used to provide statistical information on art works and artists represented in the Art Bank collection and to compile information for the Art Bank catalogue. Records are kept permanently.

IND = 1,300/ADP = h/DATE = 84-04-01
LOC = Ottawa

Art Bank Catalogue
CC-P120

This bank is used to list all works purchased for the Art Bank collection. It lists all works in the collection giving information on the artists, birth date and place, title of work, medium, size and accession number. It is used for research purposes by the Art Bank and the general public. Records are updated on a yearly basis to account for changes in the collection. It is reproduced bi-annually.

IND = 629/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Damaged/Lost Works
CC-P130

The purpose of this bank is to document lost or damaged Art Bank works. It contains condition reports; correspondence with clients, conservators, insurance adjusters etc; invoices; and copies of cheques. It is used to keep track of works damaged, restoration procedures and costs, payments and to keep track also of where works were lost/stolen. Records are kept permanently.

IND = 219/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Repurchase Program
CC-P140

The purpose of this bank is to maintain a record of requests from artists to repurchase their works of art originally sold to the Art Bank. Financial transactions are also recorded in these files. It contains letters of applications from artists or their dealers, details of repurchase costs, invoices, correspondence to artists informing them of the Art Bank decision, copies of cheques. The bank is used to keep records on the repurchase program and to know how many works each artist requested for repurchase. Records are kept permanently.

IND = 74/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Application for Employment Search File (Art Bank)
CC-P150

The purpose of this bank is to maintain a record of applications made directly to the Art Bank (outside of regular Canada Council competitions). It contains applications from prospective employees. It generally includes resumés, covering letters with addresses, etc. After initial sorting, copies of applications are transferred to the Personnel Section of the Canada Council in case suitable positions arise. Copies of applications are maintained at the Art Bank for three years after which they are destroyed.

IND = 88/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

The Canadian Painters and Canadian Sculpture Slide Sets
CC-P160

The purpose of this bank is to maintain slide sets of Canadian contemporary art work for sale to the public. Short biographies of the artists involved and descriptions of their works are included in order to identify the slides. The slides are for sale to the general public although the majority of buyers include libraries, universities, art galleries. Slides are kept until all sets are sold.

IND = 54/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Associate Director's Office

Assessors Book
CC-P170

This information bank contains lists of names of individuals who are recognized as experts in the various arts disciplines. The Assessors Book is compiled by the Advisory Arts Panel Secretariat, which reports to the Associate Director. Each disciplinary section, together with the Arts Awards Service, draws up a list of experts in its particular field. After the lists are approved by the disciplinary subcommittees of the Advisory Arts Panel, the Secretariat compiles them into the Assessors Book. For each individual, the lists give a name, address, phone number and discipline. This information is organized alphabetically by name, within discipline. It is used exclusively by Council officers when selecting juries and individual assessors to adjudicate or advise on grant applications. The lists are used for no other purpose. They are updated periodically (once a year, or once every second year) and are maintained indefinitely.

IND = 1,670/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Personnel Section

Applications for Employment
CC-P180

The bank is used to maintain an inventory of applications received from individuals seeking employment with the Canada Council. Records include both applications solicited for specific competitions and unsolicited applications. It includes covering letters, career resumés, letters of recommendation, and acknowledgement of applications. Resumés normally provide individual's name, social insurance number, address, personal characteristics, employment history, education, and other personal information. In the absence of a resumé, applicants submit a Public Service of Canada Application for Employment. Applications are used to assist in filling available positions. Both solicited and unsolicited applications are kept for one year.

IND = 1,000/ADP = m/DATE = 84-04-01
ID = Name,Competition number/LOC = Ottawa

Canadian Commission for Unesco

Unesco Mailing List
CC-P190

The purpose of this bank is to maintain a record of individuals to whom Unesco publications, including reports, press releases, and the minutes of meetings may be sent. It contains addresses which normally include name, address, telephone number and a code(s) identifying discipline(s) of interest. The disciplines are: General; Education; Adult Education; Natural Sciences; Social Sciences; Culture; Communications; etc. It is used to identify individuals to whom Unesco related documents can be sent. They are kept permanently or until the client wishes to be removed from the list.

IND = 3,800/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Biographies

CC-P200

The purpose of the bank is to maintain a bank of selected biographical material on individuals who may be suited to serving Unesco in some capacity (e.g. at international conferences or on related bodies). Most such biographical material is obtained from likely individuals applying for employment. In addition Unesco assembles biographics on its own or commissions biographies from likely candidates. Each file normally contains an individual's name, address, work history, educational background and date of birth. This bank is rarely utilized. Occasionally the information is used to assist in choosing persons to participate in Unesco related activities such as international meetings or to aid the election of members to the Unesco Executive Committee. The bank is also used to provide addresses for the Unesco Mailing List. Records are kept permanently or until the client wishes to be removed from the list.

IND = 350/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

National Commission Grants Case Files

CC-P210

The purpose of this bank is to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance under the National Commission Grants Program. This bank contains application letters, supporting data presented by the applicant, the project proposal, financial data, the decision of the Commission, and in the case of a funded project, financial and administrative data. It is used to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance. Records are retained permanently.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Applications for Employment

CC-P220

The purpose of this bank is to maintain a record of applications from individuals for employment with Unesco Paris and elsewhere abroad (i.e. positions other than with the Secretariat of the Canadian Commission for Unesco). The bank contains individual's names, addresses and requests. Applications including resumé, covering letter, etc. are forwarded to the relevant office or body. Only a copy of the covering letters which normally accompany applications are retained. These copies are retained solely for record tracing purposes. Records are retained for five years, after which they are destroyed.

IND = 400/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

Visiting Foreign Artists File

Personal information regarding artists may be contained in the Visiting Foreign Artists files, which are organized by institution, alphabetically, and are not retrievable by personal identifiers. Personal information includes name, address and curriculum vitae of foreign artists invited to Canada.

Routine Correspondence and Other Subject Files

Personal information of a routine nature may be found in correspondence or other subject files. This information is generally not retrievable by personal name or other personal identifier and is normally not used for administrative purposes, (e.g., requests for grant application forms or other correspondence not leading to an actual application).

Canada Deposit Insurance Corporation

Background

The Canada Deposit Insurance Corporation was established in 1967 by the *Canada Deposit Insurance Corporation Act* to provide, for persons having deposits with a member institution of the corporation, insurance against the loss of deposits up to a maximum that is now $60,000 for any one depositor. Membership in the corporation is obligatory for chartered banks, a bank to which the *Quebec Savings Bank Act* applies and federally incorporated loan and trust companies that accept deposits from the public. Provincially incorporated loan and trust companies that accept deposits from the public are eligible to apply for membership if they have the consent of the province of incorporation. The definition of "deposit", set out in a schedule to the Act, might be summarized as money received by a member institution that is repayable on demand or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or payable in foreign currency are not insured. The Board of Directors of the Corporation comprises a Chairman, appointed by the Governor in Council, and four other directors who hold the positions of Governor of the Bank of Canada, Deputy Minister of Finance, Superintendent of Insurance and Inspector General of Banks. It reports to Parliament through the Minister of Finance.

Access Procedures

Please address any enquiries to:

Access to Information and Privacy Co-ordinator
Canada Deposit Insurance Corporation
1808-112 Kent Street
Ottawa, Ontario
K1P 5W5

Classes of Personal Information

The only personal information maintained by the corporation is that which relates to its employees.

Canada Labour Relations Board

Background

Until the appointment of the present Board, the Canada Labour Relations Board (organized in 1948) was composed of members appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*. This dealt chiefly with applications for certification and decertification of trade unions for employees of industries that came under federal jurisdiction. This Board, which has representation from both management and labour, met when required and the officers and staff of the Employee Representation Branch of the Canada Department of Labour performed the administrative and operational duties.

The present Canada Labour Relations Board was established in 1972 by the amended Canada Labour Code (R.S.C. 1970, CL-1 as amended by S.C. 1972, C.18) and became effective March 1, 1973. The Board is a quasi-judicial body with statutory and regulatory powers pertaining to the administration of Part V of the Canada Labour Code dealing with industrial relations. The members of the Board are non-representational full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan Board they are prohibited from holding another remunerated office or employment.

In general, Part V of the Canada Labour Code charges the Board with a two-fold responsibility; that of granting, modifying and terminating bargaining rights, and that of resolving, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers.

The Board, under Part IV of the Code, also hears appeals against safety rulings in cases where imminent danger has been alleged. It also rules on complaints by employees that they have been discriminated against or punished for exercising their rights in relation to safety.

Access Procedures

The following banks are located in Operational Services at the Board's headquarters in Ottawa. Enquiries concerning these banks should be directed in writing to:

Privacy Co-ordinator
Canada Labour Relations Board
C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8

Personal Information Banks

Violations of the Canada Labour Code
CLRB-P10

This bank contains case files concerning complaints by individuals, unions, or employers that a section or sections of Part IV or Part V of the Canada Labour Code have been violated. Case files are broken down into two categories; Complaints of Unfair Labour Practice and Safety of Employees. Board officers in Operational Services investigate complaints and attempt to settle them, but when mediation attempts fail, complaints are heard by a panel of the Board. Files may contain information on grievances, work records, letters from unions and/or employers containing opinions or comments about individuals. Such information, along with testimony given at public hearings may be published in written judgements which set out the Board's reasons for rejecting or upholding a complaint. Personal information is used solely for the purpose of settling or deciding on the merits of each case and is published solely for the purpose of explaining the Board's reasons for its decision and its policy in like cases. Files are organized by file number and are cross-referenced by alphabetical indices containing the names of the individual(s), union and company involved in each case. No files have been destroyed since 1973. Successful cases will be retained for a period of five years, then transferred to the Public Archives for selective retention; unsuccessful cases will be retained for three years, then transferred to the Public Archives for selective retention and cases which are withdrawn or settled will be retained for two years and then destroyed.

IND = 1845/ADP = m/DATE = 84-04-01
ID = Name/Loc = Ottawa

Termination of Bargaining Rights
CLRB-P20

This bank contains case files concerning applications for revocation of certified bargaining agents. Such applications must be made by individuals who claim to represent the majority of the employees in their bargaining unit. Files contain the names and addresses of such individuals and their position titles. Only the applicant's name and address appear on correspondence; the identity of the other employees is treated as confidential information at all times by the Board. Occasionally such an application may result in a public hearing and possibly a written judgement which is published. The judgement will contain the facts surrounding the application and the reasons for the Board's decision to grant or reject the application. Files are organized by file number and are cross-referenced by alphabetical indices containing the names of applicants, unions and employers. Files are kept solely for the purpose of determining whether to grant or reject an application. Successful applications will be kept for five years, then transferred to the Public Archives for selective retention; unsuccessful files will be kept for three years, then transferred to the Public Archives for selective retention; cases which are withdrawn will be destroyed after two years.

IND = 222/ADP = m/DATE = 84-04-01

Classes of Personal Information

Other case files and subject files held by operational services may contain personal information such as names of individuals, addresses, position titles, job descriptions, salaries, membership in a trade union. The information is not retrievable by personal identifiers and is collected solely for the purpose of administering the Canada Labour Code. All files are organized by file number and are maintained by operational services at Headquarters in Ottawa. Regional offices retain duplicate files for the purposes of investigation until disposition of a case.

No case files have been destroyed since 1973. A schedule for the retention and disposal of these files has not yet been approved.

Some personal information such as job descriptions and salaries may be published in written judgements where it is pertinent to the background of a case in which the Canada Labour Relations Board decides its decision requires formal elaboration. Such information is usually the result of testimony given at public hearings.

Canada Mortgage and Housing Corporation

Background

Canada Mortgage and Housing Corporation (CMHC) is the housing agency of the Government of Canada charged with the administration of the *National Housing Act (NHA)*. It is a crown corporation, constituted on 1 January 1946 by an Act of Parliament with a Board of Directors appointed by Governor-in-Council and reporting to a Minister responsible to Parliament.

Overall Responsibilities

CMHC is one of the largest financial institutions in Canada, with responsibilities to the Government of Canada for the administration of grants, contributions and subsidies, and for the provision of advice to government on housing and related matters. With a national office in Ottawa, CMHC also maintains 80 field offices throughout Canada to work with individuals, businesses, governments and other financial instituitons towards improving housing conditions for all Canadians. The Corporation's activities are grouped into three components: Government Programs, Administered Funds and Asset Administration.

Access Procedures

When access to a CMHC bank of Personal information is required, record access request forms should be sent or taken to:

Access to Information and Privacy Co-ordinator
Canada Mortgage and Housing Corporation
National Office
Montreal Road
Ottawa, Ontario
K1A 0P7

Personal Information Banks

Mortgage Servicing System
CMHC-P10

The Mortgage Servicing System of Mortgage and Insurance Claims Division is the vehicle for administering the accounts of mortgage loans granted by CMHC for homeownership. The data on file relates to the financial details of the loan and taxing authorities. The file contains all direct homeownership loans currently under repayment to CMHC (NHA sections 34.15, 58, 59). Loans remain on file one year after loan is paid in full. When requesting access to this bank of information, the following should be provided: the approximate date of the application for mortgage loan, the city where the loan was requested, and the address of the property.

IND = 189,000/ADP = c/DATE = 84-04-01

Federal Housing Action Program System(FHAP)
CMHC-P20

The main purpose of the Investment Portfolio Accounting Division bank is to prepare automatic Assisted Home Ownership Program (AHOP) and Assisted Rental Program (ARP) cheques monthly, for borrowers eligible to receive assistance under the Federal Housing Action Program (FHAP) announced by the government in December, 1975. It also serves to maintain information on the current status of each FHAP account, to facilitate operational reporting and analytical requirements arising from the Federal Housing Action Program. The data includes information on the mortgage borrower's name and address, income, age and number of dependents, details, such as, lender, principal and interest, first payment date of the loan as well as information concerning any non-repayable subsidies which are issued in conjuction with the FHAP loan, such as, Department of Veterans Affairs, federal contribution, provincial contribution, details of previous transactions and current balance for financial control purposes. All applicants under the Assisted Home Ownership Program (AHOP) and Assisted Rental Program (ARP) program are included in the bank. The bank is also used for analytical and reporting purposes such as subsidy by income group, regional participation in the programs, default rates, etc. Records are retained for one year after repayment of mortgage loan.

IND = 5,000/ADP = c/DATE = 84-04-01

National Housing Act (NHA) Mortgage Loan Administration Files
CMHC-P30

National Housing Act (NHA) loan application files and their administration files provide a loan history for every borrower. The NHA loan files include the following types of information: personal and business characteristics provided to establish credit and financial worthiness such as employment, salary, dependents, financial statements, management capabilities, copies of correspondence relating to the repayment and ongoing administration of the mortgage loan. This information is used to create and maintain files on individual, incorporated and unincorporated mortgage borrowers. The bank is used to administer the Canada Rental Supply Plan and loan repayments. The bank is also used for program evaluation, analytical reporting and research purposes, such as program activity by region or province, evaluation of building materials and planning standards in force at the time of construction. The NHA loan files are maintained during the repayment term of the mortgage and subsequently destroyed after a 12 month period following maturity or other termination of the mortgage loan. Reports of arrears files (uninsured loans) are destroyed two years after the report date. Individuals requesting access to this bank will need to provide the approximate date of the application, the city where the loan was requested, and the address of the property. Files are retained in local branch offices which are charged with the administration of the loan or assistance. Reasonable proof of identification will need to be shown to the CMHC representative officially delegated at the Bank Access Point or authorization from the borrower/ applicant to obtain such information.

IND = 245,000/ADP = h/DATE = 84-04-01

Investors Settlement System
CMHC-P40

This Investment Portfolio Accounting Division bank provides a business system which supports remittance to investors for sold mortgages administered by CMHC. The bank contains information such as branch number, auction list identification, administration fee code, investor name, address and code, settlement equity date, bid price, class/sub-class, administration rate and settlement process date for the investor. This information is retained at CMHC's national office in Ottawa. The data is retained for one year after settlement.

IND = 100/ADP = h/DATE = 84-04-01

National Housing Act (NHA) Mortgage Assistance
CMHC-P50

The Canadian Homeownership Stimulation Plan (CHSP) files in this bank include personal identifiers and information provided by the applicant as well as information on the property, the builder, the lender, the applicant's solicitor, the property loan financing details and milestone dates related to the acquisition of the property, such as construction start date, construction completion date, the closing date of sale and the occupancy date and details of the issuance of contribution or the reasons for the rejection. Canada Mortgage Renewal

Program (CMRP) applicant files include: personal information provided by the applicant for interest deferral assistance or, if eligible, for a grant, lender/loan details, housing value, debt and charges, household income, amount of interest deferral guaranteed, amount of grant assistance, commencement and termination dates, credit enquiries authorization and report, claims, notice assistance, monthly payment distribution, application and financial changes. This information is used to create and maintain files on applicants for the above mentioned programs and to administer them. Their personal identifiers are used to control and restrict Canadian Homeownership Stimulation Plan (CHSP) to only one contribution payable to a purchaser. The bank is also used for analytical reporting and research purposes (number of applications reviewed, approved or rejected, dwelling types, form of land ownership, program activity by region or province, assistance by income group, evaluation of building materials and planning standards in force at the time of construction, the number of new and existing properties which are the subject of applications). The CMRP files are maintained for 12 months following maturity or other termination of the grant and interest guarantee at the Mortgage Assistance Centre at CMHC national office. The CHSP files are retained by the branch office which is charged with the administration of the assistance for 24 months following the issuance of the grant or the rejection notice is sent to the applicant. Computer files are kept for ten years after date of entry to the system. Individuals requesting access to this bank will need to provide approximate date of the application, the city where the assistance was requested, and the address of the property. Reasonable proof of identification will need to be shown to the CMHC representative officially delegated at the Bank Access Point or authorization from the applicant to obtain such information.

IND = 150,000/ADP = h/DATE = 84-04-01

Rural and Native Housing — Program/Client Information
CMHC-P60

The Rural and Native Housing Division bank is used to create and maintain files on clients of CMHC's Rural and Native Housing Program. The purpose of the bank is to monitor and to administer the program and its delivery. The bank contains personal and financial information on clients, including client characteristics and repayment patterns. These files are retained for the life of the loan and destroyed one year after maturity or on termination of the loan. The bank is comprised of administrative files of a continuous nature supplemented by one only survey data on segment(s) of the rural and native population. The bank is also used for statistical purposes, to monitor patterns in the program. The survey data allows population estimates, description of characteristics of native populations and analysis of the correlations among variables, such as educational attainment, housing conditions, migration history, sex, and employment or income levels. It also provides basic demographic description of native population's age and sex structure, as well as native sub-group data (status Indian, non-status Indian, Métis and Inuits). This information is maintained in CMHC branch offices charged with the administration of this program and in Ottawa with CMHC's national office.

IND = 12,500/ADP = h/DATE = 84-04-01

Housing Rehabilitation and Renovation
CMHC-P70

This residential improvement bank is used to approve and administer loans and grants under several programs for housing rehabilitaion and renovation including the Residential Rehabilitation Assistance Program (RRAP), the Canada Home Renovation Plan (CHRP) and the Rural and Native Housing Emergency Repair Program (ERP). The bank contains data on each property and applicant for NHA loans and grants for residential rehabilitation and renovation. Files may contain the owner's name, address, age, marital status, number of dependents, household income, financial statments, property location, building and/or unit type, description of work, cost and financing details, management capabilities, mortgage and debt details, loan and loan forgiveness and/or grant details including provincial and municipal loans and grants, repayment, security, contractor-entrepreneur's name and address. The bank is also used for analytical and reporting purposes to measure: the progress of housing rehabilitaion and renovation programs, the use of the programs by income groups and by regions and the default rates; to evaluate the programs and their effectiveness including their use by applicants in conjunction with other programs such as residential energy conservation or conversion programs; to investigate cases of suspected fraud. The files are retained during the term of the loan or grant and are destroyed two years after settlement. This bank can be accessed by giving the applicant's name and address, approximate date of the application, and the address of the property. This information is retained in local branch offices which are charged with the administration of these programs.

IND = 144,000/ADP = h/DATE = 84-04-01

National Housing Act (NHA) Insured Loans Files
CMHC-P80

The purpose of this bank is to document the underwriting process. Before making insured loans under the *National Housing Act*, CMHC and approved lenders interview the applicants involved in order to make a loan. The bank is also used for statistical purposes and for program evaluation. Records include details on applicants, income, age, and family composition. The files comprise all loans made since 1961 under Sections 6, 34.15, 58 and 59 of the NHA. This bank can be accessed at CMHC's national office and local branch by giving the approximate date of origin of the loan, the city where the loan was obtained and the address of the property. Branches forward the files to national office one year after the loan insurance policy is issued. Then files are retained on microfilm at CMHC's national office and destroyed one year after loan is repaid in full.

IND = 1,400,000/ADP = h/DATE = 84-04-01

Home Improvement Loan Files
CMHC-P90

The purpose of this bank is to create and maintain individual files on home improvement loan borrowers who have obtained loans from any designated accredited lending agency under the NHA for purposes of improving their housing units. The bank contains personal and financial characteristics pertinent to the obtaining of such loans and collection action. The original files remain with the lender with CMHC obtaining the information from the lender by virtue of a settlement in accordance with its insurance guarantee under the NHA. The files are retained during the term of repayment of the loan and are subsequently destroyed after a twelve month period following maturity or other termination of the loan. This bank is located at CMHC national office and with Industrial Life Technical Services Inc. in Montreal. The quarterly arrears report is destroyed two years after the date of the report.

IND = 68,400/ADP = h/DATE = 84-04-01

Application — Housing
CMHC-P100

The purpose of this Real Estate Division bank is to ensure that legal and financial requirements are met for the purchase or leasing of CMHC properties. It also contains a record of information relating to persons to whom CMHC sells or leases property and who are waiting to occupy CMHC owned property. The data content includes personal characteristics; financial obligations of the individual; and authority to obtain a credit rating. Information is recorded on files and cards maintained at branch offices. This bank is used to verify the individual's capability to meet the financial obligations related to the purchase or rental of CMHC properties, and to ensure the family qualifies for the intended purchase or rental. This bank can be accessed by giving the approximate date of the housing application, the city where the application was submitted and the address of the property. These files are maintained one year after the mortgage is discharged or after the rental is terminated.

IND = 15,000/ADP = m/DATE = 84-04-01

Scholarship and Research Program
CMHC-P110

This Research Division bank was created for the administration of the review of applications for funds from CMHC under Part V of the *National Housing Act* (NHA) and the administration of funds to those approved for: Graduate Scholarships for full-time study in the social, physical, environmental, economic, legal or administrative aspects of housing; External Research Grants for research related to housing policies and programs, the conditions and adequacy of the housing stock, the cost of housing and the use of land, the planning of residential communities or the impact of technology on the residential environment. This bank may contain the following types of information for each applicant: curriculum vitae, address, citizenship, marital status, type of business and its particulars, employment and academic record, publications, study, research or work proposals, references, letters of evaluation, information for administrative purposes under the programs, including budget and the review committee members' comments on each proposal. The information is also used to compile general statistics of interest to CMHC with respect to the Program as a whole, and not in relation to individual applicants. This bank is located at CMHC's national office. Individuals requesting access to this bank will need to produce reasonable identification to the CMHC representative officially delegated at the Bank Access Point. Individual files are kept for two years following the cessation of the term of the project. The names of successful applicants are made public. Study and/or research results are available in document or publication format from the Canadian Housing Information Centre at CMHC's national office. Research which generates surveys or data collection are registered in a CMHC information bank.

IND = 2,000/ADP = m/DATE = 84-04-01

Application for Employment Files
CMHC-P120

The purpose of this bank is to maintain a record of information relating to applicants for employment received from the general public. This bank contains curricula vitae of persons interested in working for CMHC. All applicants for employment with CMHC are identified in the bank. The bank is established on a regional and national basis and is used to store papers and documents received from these applicants for jobs. Any enquiries concerning this bank should be addressed to the Director, Human Resources Centre at national office or Human Resources Administrators in the appropriate field office. The files are retained for three years.

IND = 10,000/ADP = m/DATE = 84-04-01

List of Landlords
CMHC-P130

The purpose of this list is to maintain a record of information relating to property owners from whom the Corporation leases property. This bank contains the names and addresses of these landlords, descriptions of the property and the amounts of the rental. The bank is established on a national basis to administer lease arrangements including rental payments. Any enquiries concerning this bank should be addressed to the Director, Administration Division at national office. Files are retained for seven years after termination of lease and then destroyed.

IND = 100/ADP = m/DATE = 84-04-01

Lawyers and Notaries Appointed Agents of CMHC and Mandates
CMHC-P140

This Legal Division bank contains information on lawyers and notaries appointed by the government as agents of CMHC. The mandate records are used for internal accounting reports and to monitor their activities. The mandate records are retained by Legal Division at national office for five calendar years after the appointment is completed.

IND = 2,000/ADP = h/DATE = 84-04-01

Construction, Repairs, Maintenance Suppliers and Consultant Service Contract Files
CMHC-P150

The purpose of this bank is to retain information on contractors, entrepreneurs, consultants and suppliers and on the services they provide or products they supply or produce. The bank provides a complete record of all matters relating to the administration of each contract including the control of payments. Data contained in the bank includes request for contract of service from CMHC, tender or service form, the contract, change orders, payment claims, correspondence, progress reports, problems, completion report and final payment, qualifications, resources and experience of firms and individuals wishing to obtain contracts with CMHC, curriculum vitae or personal information on individuals or firm's owners and in some cases, performance reports. The individual contract files are destroyed after seven years unless the firm or individual wishes to be included in CMHC's inventory of consultants for a longer period. The files are stored in the relevant CMHC office charged with the responsiblilty or work. Access will be permitted with adequate proof of identification and valid authority.

ADP = m/DATE = 84-04-01

Claims and Action by or Against CMHC
CMHC-P160

This Legal Division bank is established to maintain a record of legal opinions, decisions information and judgements concerning claims by or against the Corporation. The bank is used to effect a mutually satisfactory settlement of each claim, or to present CMHC's case before the courts. Records are retained by Legal Division at national office for five years, then archived.

IND = 500/ADP = m/DATE = 84-04-01

Canada Mortgage and Housing Corporation Directed Research
CMHC-P170

This Research Division bank serves to maintain data on potential candidates suitable for consideration to conduct CMHC directed research in housing and the housing environment. It is also used to select and award contracts to proponents of CMHC solicited or unsolicited research proposals. The data are also used to monitor research projects and to administer funds to contractors. The bank may contain the following types of information for each candidate: curriculum vitae, address, details on experience, type of business, names of principles, staff, publications, projects completed, references, letters of evaluation, project plan and budget, review and evaluation comments, correspondence on contract negotiations, the contract, progress claims and other correspondence. The information is also used to compile information and statistics of interest to the Corporation with respect to the program as a whole, such as contractor, mailing list, the number of contracts placed by region, type of services rendered, length of contracts and amount of money expended. This bank is maintained by CMHC'S Research Division in Ottawa. Files are retained for five years or deleted by user after termination of contract; unsolicited proposal files are destroyed after nine years.

IND = 700/ADP = h/DATE = 84-04-01

Housing Policy Information
CMHC-P180

This information bank is created to contain data relating to research and investigations into housing conditions, housing needs and access to housing in Canada including detailed housing informa- tion on specific housing markets varying within the different provinces by size of population. Included in this bank are data related to determination of housing needs, housing conditions, and rehabilitation activity. The bank also contains mailing lists for CMHC's public information programs. The main use of this statistical information base is to support ongoing policy analysis, policy research, or technical research. The data may also be used to further support housing research in Canada at the provincial and municipal levels as well as in the universities. Statistical analyses are also provided to members of the housing construction industry and other federal departments on request. This bank is located at CMHC regional offices and national office. It is managed by CMHC's Policy Development and Research Sector. The mailing lists are managed by CMHC's Information and Communication Centre. The policy regarding the distribution of information from this base is as follows: to publish a general series of housing reports and analyses for wide distribution within Canada; to provide special statistical requests for users requiring housing information who do not have the necessary computer facilities to access the statistical files; to provide copies of the computer tapes containing the statistical files to users having the required computer facilities and who are carrying out housing research in Canada. Routine files are destroyed two years following completion of evaluation; building research files are destroyed eight years after submission; materials and methods files are destroyed ten years after submission to CMHC.

IND = 163,000/ADP = h/DATE = 84-04-01

Building and Housing Technical Research
CMHC-P190

This Research Division information bank contains data used for building and housing development research. It includes data used for studies of technical problems and designs in housing, technical research including energy and housing, building and community engineering, architecture and planning and technical guideline development. Included in this bank are data related to investigations in moisture problems and problems with airtight housing. The data is used for program evaluation, statistical analysis and technical research. The bank is also used to review applications for the Housing and Technology Incentives Program and to administer the funds to those approved. Each applicant file contains: name, address, telephone numbers of the applicant; type of business and its particulars; details of the proposal including location, budget, type and description of the work, contract, requests for payments and other correspondence, comprehensive project report. The Housing Technology Incentives Research program files are destroyed four years after submission to CMHC. This bank is maintained at CMHC national office.

ADP = h/DATE = 84-04-01

Program Evaluation
CMHC-P200

This Program Evaluation Division bank contains data collected specifically for CMHC program evaluation studies. The data is used to support program evaluation, policy analysis and program development. Included in this bank are data related to client surveys and data collected to measure the impact of programs. This bank is located at CMHC regional offices and national office. Routine files are destroyed two years following completion of evaluation.

ADP = h/DATE = 84-04-01

Housing Market Information
CMHC-P210

This Statistical Services Division bank contains information on housing markets collected by CMHC. The current information in the bank is that collected in the Starts and Completions Survey, Market Absorption Survey, Apartment Vacancy Survey, Conventional Mortgage Lending Survey, Interest Rate Survey and other local market data collected by housing analysts and researchers at CMHC. The data is used by CMHC, all levels of government and the private sector. It is used for statistical analysis, planning, housing market research, program evaluation, policy research and economic analyses. It is maintained in CMHC branch offices and at national office.

ADP = h/DATE = 84-04-01

Board of Directors
CMHC-P220

The purpose of this bank is to record information on members of the Board of Directors and on recommended nominees. The bank contains the Order-in-Council appointing the member, a brief biography, statement of qualifications, oath of fidelity and secrecy, statement of conflict of interest, director's fees and expenses, and director's correspondence. Once a director has taken up his/her duties, the annual conflict of interest statement is used for administrative purposes, and information on age is used to ensure that the limitation imposed by the CMHC Act is met. No information in the bank is exempt from access and Directors may request access to their files in writing or in person. Records are maintained by the Office of the Corporate Secretary until two years after a Director ceases to hold office.

IND = 25/ADP = m/DATE = 84-04-01

Access to Information and Privacy Requests
CMHC-P230

This Access to Information and Privacy Office bank contains the access request forms sent by individuals requesting access to personal information banks and/or CMHC classes of records, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Files will be destroyed after two years. Please address any enquiries to the Access to Information and Privacy Co-ordinator at CMHC National Office.

IND = 65/ADP = m/DATE = 84-04-01

Mortgage Rate Protection Program Files
CMHC-P240

This bank has been established to receive indications of interest by individuals in the Mortgage Rate Protection Program. Once legislative approval is given to this program, the files will be transferred to the administrators of the program. Files will be destroyed if the program is not approved by Parliament.

IND = 6,000/ADP = m/DATE = 84-04-01

Investigative Bodies
CMHC-P250

This bank serves to record requests for disclosure of personal information from CMHC case files (loans, grants, etc.) by federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. It contains a record of the request for disclosure to federal investigative bodies and a record of documentation which was released. Records are retained by the Access to Information and Privacy Office for two years following the request and then destroyed.

IND = 1,000/ADP = m/DATE = 84-04-01

Canada Ports Corporation

Background

The Canada Ports Corporation is a Schedule "C" Crown Corporation reporting to Parliament through the Minister of Transport. The *Canada Ports Corporation Act* of 1982 which amended the *National Harbours Board Act* of 1936, describes the structure and operation and gives Ports Canada power to implement a ports policy which offers greater local participation in regional and national ports planning. It also provides for the creation of local ports corporations with a high degree of autonomy.

Overall Responsibilities

Ports Canada is responsible for administering its ports under a common objective and to ensure that they meet the federal government's responsibility for the national ports policy and the optimum deployment of resources. The Corporation shares with other marine components the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Ports Canada is also responsible for ensuring that the ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services for port users on a competitive and cost-effective basis both for domestic and international customers.

Access Procedures

Requests for information should be addressed to:

Privacy Co-ordinator
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 996-1638
Telex: 053-4127

Personal Information Banks

Applications for Employment
PC-P10

The purpose of this bank is to maintain an inventory of applications for employment received from individuals. It contains social insurance number, name, address, education, employment history, letter of recommendation, career résumé, individual work samples, and acknowledgement of applications. Records are retained for two years and destroyed.

Claims
PC-P20

The purpose of this bank is to document settlements by and against the Crown. It contains names, addresses, nature of claim, and settlement transaction. Records are retained for two years after the settlement and then destroyed.

DATE = 84-04-01

Property Acquisitions
PC-P30

The purpose of this bank is to assist in the administration of policies for the acquisition of properties by Ports Canada. It contains names, addresses, descriptions of property, appraisal reports and correspondence. Individuals identified are those whose property is/has been under review for acquisition. Records are retained for five years and transferred to the Public Archives for selective retention.

DATE = 84-04-01

Financial Records
PC-P40

The purpose of this bank is to record expenditures and revenues. It contains files on payment for honoraria, travel and relocation reimbursements for allowable charges and contractual agreements. The bank is used for accounting references. Records are retained for six years and destroyed.

DATE = 84-04-01

Access Request Data
PC-P50

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests and for reporting on the number of access requests received. Records are retained for two years and destroyed.

DATE = 84-04-01

Personal Service Contracts
PC-P60

The purpose of this bank is to maintain a record of individuals who have been engaged under contract by the Corporation. It contains social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. This information is used for taxable income and issue of the T-4 Supplementary for income tax purposes. Records are retained for six years after expiry of the contract and then destroyed.

DATE = 84-04-01

Criminal Investigations and Incidents
PC-P70

This bank is maintained by Ports Canada Police for the purpose of enforcing the provisions of the *Criminal Code* and other laws of Canada and the provinces, for detecting and suppressing crime and other offences, and for protecting persons and property on property under the administration of Ports Canada. The headquarters of the Ports Canada Police is located in Ottawa with port police detachments at the ports of St. John's, Newfoundland, Halifax, Nova Scotia, Saint John, New Brunswick, Québec, Québec, Montréal, Québec, Churchill, Manitoba (seasonal) and Vancouver, British Columbia and at such other ports where detachments may be located from time to time. Due to the decentralized nature of the police operations, persons requesting information should provide enough information to identify the location of the incident. In addition to the requirements indicated on the Records Access Request Form, requestors must provide their date and place of birth. Records are retained for a minimum of two years and destroyed in accordance with an operational records disposal schedule of the Public Archives.

DATE = 84-04-01

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes; requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier. This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date at which the information was received by the Corporation and to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Canada Post Corporation

Background

Canada Post Corporation is a Crown corporation established by the *Canada Post Corporation Act* on October 16, 1981. It collects, sorts, and delivers more than six billion pieces of mail yearly within Canada, and between Canada and more than 165 other countries around the world.

Canada Post, with 62,000 employees and approximately $2.3 billion in revenue, is a large and important part of the transportation and communications sector of the Canadian economy. The corporation delivers mail to eight million homes and businesses across Canada, involving 8,200 retail outlets located in more than 6,000 communities.

Canada Post maintains and uses records on employees, contractors, customers and others. The corporation places a high value on the protection and propriety of such personal information; employee access to their records and customer confidentiality are longstanding traditions.

Access Procedures

Individuals are encouraged to seek informal access to their records; employees via their supervisors and customers, contractors and others via the Canada Post officials with whom they have been dealing.

Any individual may seek formal access to their records under the *Privacy Act* by completing and sending a Personal Information Request form (one per information bank) to:

Corporate Privacy Co-ordinator
Canada Post Corporation
Sir Alexander Campbell Building
Confederation Heights
Ottawa, Ontario
K1A 0B1

Personal Information Banks

Philatelic Customers
CP-P10

The purpose of this bank is to support the sale and distribution of Canada Post's philatelic products and related promotional material. It contains records on national and international customers of philatelic products, on sponsors of stamp clubs, and those who have expressed an interest. The records include such information as mailing lists, coded to indicate special areas of interest, as well as invoices, account numbers, funds and deposits, order histories and other sales records. Paper and automated records are retained at corporate head office for six years. General correspondence is retained for two years. Individuals seeking access to this bank should provide details such as name, address, subject matter, dates, and account numbers.

IND = 185,000/ADP = h/DATE = 84-04-01

Stamp Designers
CP-P20

The purpose of this bank is to provide a visual reference file of the work of Canadian designers and professional artists who should be considered for a postage stamp design commission. It contains information on Canadian designers, artists, illustrators, photographers and others who have indicated their interest in being considered for a postage stamp design commission and whose work has been judged suitable by the Stamp Advisory Committee. The records contain such information as names, addresses, résumés (if submitted), samples of work. The records are stored at head office only, in paper and photographic form, and are retained until superseded or obsolete. Individuals seeking access to this bank should provide name and date of previous submission.

IND = 200/ADP = m/DATE = 84-04-01

Post Office Boxes
CP-P30

The purpose of this bank is to support the rental of post office boxes. It contains records on customers who have applied for or expressed interest in post office box services. The records include such information as name, address(es), telephone number, payment records, service particulars (e.g., redirection of mail), the names of agents or others authorized to receive mail and whether it is for private or commercial use. Certain information may be disclosed to law enforcement and other federal or provincial agencies, pursuant to lawful investigations. Paper records are stored at post offices offering the service, and at corporate head office, to reconcile accounts. Most post office box records (e.g. statements of collection and refund of rent) are retained for two years. Post office box applications are retained for two years after the termination of service. Waiting lists and general ledgers are updated continously and retained until superseded or obsolete. Individuals seeking access to this bank should provide post office box location and rental dates.

IND = 1,400,000/ADP = m/DATE = 84-04-01

Stamp Vendors
CP-P40

The purpose of this bank is to sell stamps via a network of stamp vendors. It contains records on small businesses which have applied for and/or been granted a permit to purchase stamps at a discount for resale to the public. The records include such information as the names, addresses and sales history of stamp vendors and are used to support the sale of stamps. Paper records are stored at the post offices concerned. Transaction records and permits are retained for two and seven years respectively. Individuals seeking access to this bank should specify registered name and address, as well as stamp sales details.

IND = 6,000/ADP = m/DATE = 84-04-01

Sub Post Offices
CP-P50

The purpose of this bank is to administer a network of sub post offices. It contains records on businesses contracted to provide a range of basic postal services to the public. The records include such information as the names and addresses of sub post office operators, as well as terms and conditions of their contracts and, from time to time, credit history reports. Paper records are stored at divisional headquarters. A list of names and addresses of sub post offices are retained in automated form at corporate head office. Records are retained for six fiscal years. Individuals seeking access to information in this bank should provide full name and the sub post office concerned.

IND = 2,000/ADP = h/DATE = 84-04-01

Savings Bank
CP-P60

The purpose of this bank is to support the administration of the remaining balance of funds on hand in Canada Post's discontinued public savings bank. It contains records on those individuals having funds on deposit with Canada Post as of December, 1969, where the accounts remain outstanding.

The records contain such personal information as names, last given address and account information. The public savings bank is being closed out. The records facilitate withdrawals, on request. Amount on deposit of less than $25.00 are credited to the federal government's consolidated revenue fund, if no transaction has taken place for a period of 30 years. The records are stored at corporate head office only, in both paper and automated form. They are retained for 15 years after closing out of accounts. Individuals seeking to determine whether there are funds on deposit in their name should provide full name and account number. Individuals acting on behalf of a depositor should provide legal proof of same.

IND = 68,000/ADP = h/DATE = 84-04-01

Customer Service Claims and Enquiries

CP-P70

The purpose of this bank is to support the preparation of responses to customer enquiries, as well as the resolution of complaints and claims regarding delayed, lost or damaged mail. It contains records on customers who have submitted written complaints regarding delayed, lost or damaged mail, postal rates and regulations, or who have applied for indemnification. Generally, no records are kept of telephone enquiries. The records include such personal information as names, addresses, the nature of the enquiry, complaints or claims, declarations (in the case of claims) and information relating to their processing. Certain information may be disclosed to foreign postal authorities, to law enforcement agencies, and others where necessary to resolve the claim or enquiry. Paper records are stored at postal facilities, divisional headquarters and at corporate head office. International enquiries are stored at corporate head office only. Records are retained for two years. Rate interpretations and rulings are retained until superseded or obsolete. Individuals seeking access to this bank should specify the subject matter and date of their previous enquiry.

IND = 344,000/ADP = m/DATE = 84-04-01

Transportation Contracts

CP-P80

The purpose of this bank is to support the award and administration of urban, rural, intercity and international mail transportation contracts. It contains information on companies and individuals, bidding on or awarded mail transportation contracts for surface, air or water services; for international surface and air services; and services for the transportation of letter carriers.

The records contain mainly business information but may include such personal information as names of tenderers, successful bidders and sole source contractors, services provided, lists of drivers, equipment used, costs and duration of contracts, financial/insurance status, personal suitability, security clearances, renewal and termination information such as information regarding contractor performance.

The name and amount of a successful tenderer may be disclosed to the unsuccessful tenderers, upon award of the contract. Paper records are stored at corporate head office for national and international contracts, and at the applicable divisional headquarters for contracts awarded at that level. Files are currently retained for 12 fiscal years after termination of contract. Records on losing bidders are destroyed two years after the award of the contract concerned. Individuals seeking access to this bank should specify the date and location of the contract concerned, as well as the service provided.

IND = 8,000/ADP = m/DATE = 84-04-01

Supplies, Services and Real Property Management Contracts

CP-P90

The purpose of this bank is to support the award and administration of Canada Post's procurement, real property management and certain other service contracts. It contains records on individuals and companies offering and/or providing professional services in management consulting, market research, security, translation, labour arbitration, counselling and temporary help, as well as in architecture, engineering, construction, property appraisal, property development and property management, including cleaning and maintenance; and equipment and supplies. Certain contract terms of reference may be made public during the tender process, and the name of the successful contractor and contract amount may be made public upon award of the contract. Paper records are stored at corporate head office, divisional headquarters and/or at the headquarters or regional offices of Supply and Services or Public Works, depending where the contract is let and the supplies or service provided. Other records are retained for six fiscal years after last administrative use. If they are deemed to have historical value they are transferred to the Public Archives. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable) and the Canada Post project and location, plus which department let the contract.

ADP = m/DATE = 84-04-01

Reliability Checks

CP-P100

The purpose of this bank is to check the reliability of certain employees/ contractors of Canada Post. It contains information on a small percentage of employees/contractors who do not have security clearances but who require reliability checks because of their ready access to mail, cash, and other valuable assets. The records include such information as investigative reports and, from time to time, criminal records. These records are used to help determine an individual's reliability, when that individual is being considered for a job involving access to mail and corporation property. Paper records are stored at corporate head office and are retained for three years. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

IND = 5,000/ADP = m/DATE = 84-04-01

Financial Accountability Cases

CP-P110

The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by Canada Post Corporation. It contains information on employees, agents, contractors and others involved in actual or suspected losses. The records include such information as the names, job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees, and follow-up information (e.g., concerning prosecution, garnishment, legal proceedings). These records are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. Certain information may be provided to law enforcement agencies, to facilitate investigations and for the purpose of legal proceedings. Paper records are located at corporate head office, as well as at the divisional headquarters where the loss was sustained. They are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. In cases of legal action, the retention period is seven years. Individuals seeking access to this bank should specify their name and other information sufficient to identify the case, such as the date, location and type of loss.

IND = 300/ADP = m/DATE = 84-04-01

Risk Management Claims
CP-P120

The purpose of this bank is to support the processing of Canada Post Corporation and third-party claims. It contains records on corporate employees involved in claims, such as drivers of corporate vehicles and letter carriers, as well as third parties making claims or from whom the corporation is seeking damages. Risk Management Claims records include claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. Information on file includes the identities of third parties, their insurers (if applicable), the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break-and-enter and vandalism. Paper records are stored at corporate head office and at the facility where the accident occurred. The files are retained for three years after the claim by or against the Crown has been settled, unless a minor was involved, in which case the records are retained for six years after the minor's age of majority (varies from province to province). Individuals seeking access to this bank should specify details such as accident location and date.

IND = 4,000/ADP = m/DATE = 84-04-01

Postal Related Crimes/Offenses
CP-P130

The purpose of this bank is to help solve and reduce postal-related crimes and offences. It contains information on those Canada Post employees, contractors and members of the general public who are suspected or known to be involved in postal related crimes/offences, as defined by the *Canada Post Corporation Act* and Regulations, as well as *Criminal Code* offences involving the mail. The records include information gathered during investigations and contain details of the crime(s) committed or alleged to have been committed. Information on employees includes data on such offences as theft of mail or embezzlement of public funds. Information on members of the general public includes data on national or international crimes, significant cases of burglary of post offices and street box equipment, forgery of money orders, theft of mail, explosives, and mail vehicle hold-ups. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. The records are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with police agencies, other investigative bodies and, where warranted, with the Department of Justice for possible prosecution. There are only paper records, which are retained at corporate head office, divisional headquarters and certain other postal facilities. Records are retained for ten years, except for records of proceedings dealt with under Section 41 of the *Canada Post Corporation Act*, when a prohibitory order has been issued. Such records are retained until the order is revoked or the subject dies, at which time normal disposal schedules apply. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. This bank is exempt pursuant to Sub-section 18(1) of the *Privacy Act*.

IND = 20,000/ADP = m/DATE = 84-04-01

Federal Investigative Body Requests
CP-P140

The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by Canada Post are properly authorized, and to maintain a record of any disclosures. It may contain requests for information on an employee, contractor or customer (see Canada Post's other bank descriptions for details). The records include requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. The information requested varies considerably, but most requests concern addresses. Records are used to monitor information requested and/or provided to investigative bodies; to ensure compliance with the *Privacy Act*, the *Canada Post Act* and corporation policy. Paper records are stored at corporate head office and divisional headquarters and secured in approved containers. Records in this bank are retained for two years. Individuals seeking access to this bank should provide their full name and address.

IND = 20/ADP = m/DATE = 84-04-01

Legal Affairs
CP-P150

The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the corporation. It contains information relating to potential and actual claims by or against the corporation, contracts and agreements, grievances, memoranda, opinions and advice and other legal matters involving the corporation. The information in this bank is provided by individuals, provincial and federal departments and agencies, domestic organizations, foreign governments and international organizations. It is used or disclosed for the purpose of providing legal opinions and advice to the corporation; and for representing the corporation and protecting its interests. Paper records are stored at head office. Retention and disposal schedules are under review; in the interim, all records are retained for a minimum of two years.

IND = 5,000/ADP = m/DATE = 84-04-01

Ministerial/Presidential Correspondence
CP-P160

The purpose of this bank is to respond to ministerial and presidential enquiries pertaining to the operations and administration of Canada Post Corporation, and to maintain records of same. It contains records of enquiries by customers, employees, Members of Parliament and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., statements regarding Canada Post employees and contractors). The records include information such as the names and addresses of enquirers, original letters, if applicable (or questions raised in the House of Commons), background material compiled in the preparation of responses and the eventual responses. Paper records are stored at corporate head office for a minimum of two years. Individuals seeking access to this bank should specify the date and subject matter of the previous enquiry.

ADP = m/DATE = 84-04-01

Privacy Act Requests
CP-P170

The purpose of this bank is to support the processing of access, correction and notation requests submitted by individuals under the *Privacy Act* and to retain an audit trail of actions taken. It contains records on those employees, contractors, customers and other individuals who have submitted such requests. The records include the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to processing, including legal opinions and exempt material. Records are stored at corporate head office and divisional headquarters. They are retained for two years. Individuals seeking access to this bank should specify the approximate date of the request concerned.

IND = 200/ADP = m/DATE = 84-04-01

Classes of Personal Information

Marketing and Sales

This class includes marketing information such as market research studies, various coded mailing lists, market surveys and test reports concerning householders and other Canada Post customers, e.g., large volume mailers such as mail-order firms, the advertising and billing departments of retail stores, industry associations, government departments. The records include correspondence, reports, accounts of sales calls and other meetings with customers, which may contain the names, titles and business addresses of company representatives, as well as profiles of key executives. These records are used for business purposes only, namely to identify customer needs and perceptions, and to help make marketing decisions related to product and service mix, price and promotion. Canada Post also temporarily retains certain records which may contain personal information, under arrangements with customers and business partners. Such records are not under the corporation's sole control and may not be accessed without the prior consent of the customer or business partner involved.

Collection and Delivery of Mail

This class includes receipts, redirection cards, registers and directories used to ensure the proper delivery of mail and related services, e.g., Letter Carrier Delivery, Street Mail Box Delivery, Group Mail Box Delivery, Courtesy Bag Service, Cash on Delivery (COD), Certified Mail, Insurance with Proof of Delivery, Priority Post, Registered Mail, IntelPost and Postage Meter Services. These records facilitate signature mail services, the redirection and holding of mail, address corrections and the delivery of mail in rural areas or where address changes are frequent. (Address information may be disclosed to certain federal government and other institutions, where authorized for specific purposes, such as to facilitate the collection of Crown debts and the making of Crown payments.)

Letter Carrier Alert Records

This class of personal information is collected and retained by members of the Letter Carrier Union of Canada. The letter carriers provide upon request a free service to senior citizens and disabled persons to report unusual incidents. The records also are used by new letter carriers, to know which householders have requested the service.

Administrative Records

Certain information provided by or about individuals also may be found in administrative records, such as general correspondence files, minutes of committee meetings, library loan and distribution lists, fixed asset inventory control reports, audit reports and evaluations, video recordings and records relating to visits and conferences involving officials of other postal authorities.

Access Procedures

Formal access requests under the *Privacy Act* should be forwarded to:

Information and Privacy Co-ordinator
Director of Finance and Administration
250 Main Street East
Hamilton, Ontario
L8N 1H6

Canadian Commercial Corporation

Background

A Crown Corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade. CCC's mandate is to assist in the development of trade between Canada and other nations. The Board of Directors is comprised of six prominent Canadian business executives, three senior public servants, and the President of CCC. In addition to the Executive and Audit Committees of the Board, an Industry Advisory Committee composed of representatives of ten leading industrial and trade organizations helps to ensure timely awareness of Canadian business needs and international trade developments. The President is the Chief Executive Officer of the Corporation.

Access Procedures

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Commercial Corporation
112 Kent Street
Place de Ville, Tower B
Ottawa, Ontario
K1A 1E9

Canadian Cultural Property Export Review Board

Background

The Cultural Property Export Review Board was established through the *Cultural Property Export and Import Act* on September 6, 1977. The duties of the Review Board as set out in Section 17 of the Act are:

(a) pursuant to Section 23, to review applications for export permits;

(b) pursuant to Section 24, to make determinations respecting fair cash offers to purchase; and

(c) pursuant to Section 26, to make determinations for the purpose of subparagraph 39(1)(a)(i.1) or 110(1)(b.1) of the *Income Tax Act*.

Administrative services to the review board are provided through the Department of Communications by the movable cultural property secretariat. All Review Board files are housed with the secretariat. The personal information they contain pertains to appeals against the refusal of cultural property export permits and to applications on behalf of donors or vendors. These are filed by application number but can be accessed through a manual cross-indexing system containing the name of the appellant (in the case of an appeal) or the donor/vendor (in the case of certification).

Access Procedures

The individuals involved have copies of all pertinent information contained in these files. Any inquiries concerning the following banks should be addressed to

Program Administrator
Department of Communications
Movable Cultural Property Secretariat
365 Laurier Avenue West
Journal Tower South
Room 1524
Ottawa, Ontario
K1A 0C8

Personal Information Banks

Appeals
CCPERB-P10

An applicant for a cultural property export permit, whose permit is refused by an expert examiner, may appeal this decision to the Cultural Property Export Review Board. The process of appeal including the disposition of the relevant information is set out in paragraph 22 of the *Cultural Property Export and Import Act*. The information in this bank includes the original permit application, the advise of the expert examiner and any other experts consulted, and administrative correspondence related to the conduct of the appeal. In each case, the information contained in an appeal file is shared with all the parties at interest. Files are kept for five years.

IND = 42/ADP = m/DATE = 84-04-01

Certification
CCPERB-P20

The purpose of this bank is to enable the review board to make determinations concerning the certification of cultural property for income tax purposes, and to issue cultural property income tax certificates. The application files contain information concerning the fair market value of objects being transferred to designated institutions by individual donors or vendors. Material held in the bank includes the application, appraisals, declaration of authenticity, information on provenance significance of the object and, in the case of a sale, the purchase price. Copies of any advice from experts consulted and a copy of the tax certificate are also included. Files are kept for five years.

IND = 1,377/ADP = m/DATE = 84-04-01

Canadian Dairy Commission

Overall Responsiblities

The Canadian Dairy Commission (CDC) was established by an Act of Parliament, the *Canadian Dairy Commission Act* 1966-67. The Commission consists of a chairman, a vice-chairman and one other member appointed by the Governor in Council; it is accountable to Parliament through the Minister of Agriculture. To assist the Commission with advice on production and marketing matters, there is a consultative committee of nine members, appointed by the Minister, who represent a variety of interests.

The objective of the Commission is to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment and to provide consumers with a continuous and adequate supply of dairy products of high quality.

The Commission, under its authority to purchase and sell dairy products, supports the market price of major processed products, principally butter and skim milk powder. The prices that producers receive for industrial milk and cream are related to these product support prices.

The Commission operates a major export marketing program for skim milk powder and whole milk products such as evaporated milk, cheese, whole milk powder and other specialty products.

The Commission makes direct payments to producers from funds provided by the government, to supplement returns from the market. These payments are made on qualifying milk and cream shipments produced within a market share quota system to meet domestic market requirements, and a special export program.

The supply of industrial milk and cream is managed nationally through a market share quota program administered under the federal-provincial Comprehensive Milk Marketing Plan. The Commission, as chairman of the Canadian Milk Supply Management Committee (CMSMC), directs the development of policy and co-ordinates the administration of the national quota and provincial market shares, which are determined by the CMSMC, and individual producer market shares which are determinied and administered by the provincial milk marketing agencies.

Access Procedures

Enquiries regarding access to information should be addressed to the Privacy Co-ordinator:

Access to Information and Privacy Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2

Personal Information Banks

Subsidy Operations

Milk Producers' Records
CDC-P10

This bank exists to register and furnish information and data necessary for payment of federal dairy subsidies. The records contain farmland location, memoranda, financial reports, summary of interviews, production data, amount of subsidy paid and the production data. This bank is used for the administration of the dairy policy and operation of the dairy program. These files are retained indefinitely.

IND = 70,000/ADP = h/DATE = 84-04-01
IN = Name,Farm Number,Farm Name/LOC = Ottawa

Classes of Personal Information

In the course of conducting the programs and activities of the Canadian Dairy Commission, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes, for example, candidates for appointment to advisory bodies such as the Consultative Committee to the Commission, which are stored as part of the general subject files where records are not normally retrieved by names of individual or other personal identifier.

This form of personal information is normally retrievable only if requests include general background on the circumstances under which an individual contacted the Commission and an approximate timeframe.

The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

Canadian Film Development Corporation

Background

The Canadian Film Development Corporation (CFDC) was established by the Canadian government in 1967 to "foster and promote the development of a feature film industry in Canada."

CFDC, under the jurisdiction of the Minister of Communications, is headed by a Board of Directors and a Chairman appointed by the Governor in Council. The Governor in Council, on the recommendation of the corporation's board, also appoints an Executive Director who acts as the chief executive officer and is responsible for day-to-day operations. Headquarters of the CFDC is in Montréal with offices in Toronto, and Vancouver.

The corporation, which does not produce or distribute films or television programs itself, carries out its mandate by providing advice and financial assistance to individual production and distribution companies and various industry organizations. The corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film policy and programs.

Access Procedures

The following bank is located at the corporation's office in Montreal. Enquiries should be addressed to:

Access to Information and Privacy Co-ordinator
Canadian Film Development Corporation
Tour de la Banque Nationale
25th Floor
600, de la Gauchetière Street West
Montreal, Quebec
H3B 4L2

Personal Information Banks

Application for Funds File
CFDC-P10

The purpose of this bank is to maintain a record of the applications and assessment records of individuals applying for funding of projects by CFDC. It contains the application form and supporting data presented by the applicant, the project proposal, financial data, critical assessments of the project, the decision of the corporation. This information is used for future reference in decision-making processes. In the case of a funded project, financial and administrative data are maintained. This data is used as a basis for generalized industry statistics as well as for future reference. Information in the bank is retained indefinitely for projects that are funded; for proposals that do not receive funding, information is retained for two years.

DATE = 84-04-01

Canadian Human Rights Commission

Overall Responsibilities

The Canadian Human Rights Commission was given its mandate with the passage in July 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978 and was amended July 1, 1983. The Commission is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

This mandate is carried out in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation based on ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, Crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally-regulated portions of the private sector.

In order to deal with complaints of discrimination, the Commission must collect personal information about the complainant, employees of the respondent and third parties. The information could include race, age, marital status, medical or educational history and is used in order to determine whether there has been a violation of the *Canadian Human Rights Act*.

Second, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and other instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Access Procedures

Please address all requests for access to personal information in writing to:

Privacy Co-ordinator
Canadian Human Rights Commission
400-90 Sparks Street,
Ottawa, Ontario
K1A 1E1

Personal Information Banks

Complaints and Compliance Branch

Complaints Received Under the *Canadian Human Rights Act*, Part III
CHRC-P10

The purpose of this bank is to record, inquire into and resolve complaints in connection with the application of Part III of the *Canadian Human Rights Act*. The files consist of complaints lodged by individuals or groups from March 1, 1978, to the present day, dealing with discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability or conviction for an offence for which a pardon has been issued; complaints of discrimination concerning pensions and insurance; hate messages; equal pay, and with complaints received because of threats or intimidation for having filed a complaint of discrimination (Section 45 of the *Canadian Human Rights Act*). They contain statements from individuals and groups, and correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the investigation or conciliation. The bank is maintained for the purpose of investigations and conciliations for use by the Commission in resolving disputes and, where necessary, to provide evidence for the hearing of a complaint by a Human Rights Tribunal. The files are retained for ten years.

IND = 2,500/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa-Regional

Legal Branch

Tribunal and Court Files
CHRC-P30

The purpose of this bank is to keep a record of information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the Commission. The bank includes legal opinions and advice and information on the administration of legal matters pertaining to legal proceedings, by or against the Commission, in a Human Rights Tribunal or in a court of law. The material in this bank is retained to enable the Branch to carry out its mandate as legal advisor to the Commission. The information is retained for ten years, with permanent retention for material with precedent value.

ADP = h/DATE = 84-04-01/LOC = Ottawa

Access Request Data
CHRC-P31

This bank contains formal and informal requests sent by individuals requesting access to any personal information about them held by the Canadian Human Rights Commission, replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files are kept for two years.

IND = 20/ADP = m/DATE = 84-04-01/LOC = Ottawa

Administration, Personnel and Finance Branch

Inventory of Tribunal Membership
CHRC-P40

The purpose of this bank is to assist the Commission in selecting suitable persons to appoint to Human Rights Tribunals (to inquire into a complaint, decide if the complaint is substantiated and order remedies where appropriate), pursuant to Section 39 of the *Canadian Human Rights Act*. The file contains the names and curricula vitae of persons who can be appointed to a Human Rights Tribunal. The information on this file is retained so long as the panel of prospective members, established and maintained by the Governor-in-Council pursuant to Section 39(5) of the Act, is in force.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Professional and Personal Service Contracts
CHRC-P50

The purpose of this bank is to maintain a record concerning professional and personal service contracts by individuals who contract with the Commission. The bank contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. The information is used to assist in selecting qualified individuals to provide contractual services. The files are retained for up to six years.

IND = 300/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

Systemic Discrimination Unit Files

In the course of conducting the programs and activities of the Systemic Discrimination Unit, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning personnel/employment policies and practices of, or special programs, plans or arrangements undertaken by federally-regulated employers or service providers, or concerning Commission policies about the application of the *Canadian Human Rights Act* to employment policies, practices and special programs/arrangements.

The retention period for these classes of personal information is controlled by the Records Schedules of the general subject files in which they are stored.

Research and Policy Branch Files

In the course of conducting the programs and activities of the Research and Policy Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the duties and responsibilities of the Commission, including policy analysis and development, surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

The retention period of these classes of personal information is controlled by the Records Schedules of the general subject files in which they are stored.

Inquiries Received Under the Canadian Human Rights Act, Part III

In the course of conducting the programs and activities of the Complaints and Compliance Branch, categories of personal information may be accumulated which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information is accumulated in the course of responding to complaints of discriminatory practices and policies, on various grounds which may or may not be prohibited by the Act. This form of personal information is retrievable only if specifics are provided concerning the nature of the complaint, the date and the office to which it was addressed. The files are retained for one year.

Canadian International Development Agency

Background

The Canadian International Development Agency (CIDA) has as its objective the support of the efforts of developing countries in fostering their economic growth, and the evolution of their social systems in a way that will produce a wide distribution of the benefits of development among the population of these countries.

Access Procedures

The following banks are located at the offices of CIDA in the National Capital Region. Enquiries concerning these banks should be addressed to:

Access to Information and Privacy Co-ordinator
Documentation Management Division
Canadian International Development Agency
200 Promenade du Portage
Hull, Quebec
K1A 0G2

Personal Information Banks

The Human Resources Inventory of Persons Serving or Prepared to Serve Overseas

CIDA-P10

This data bank is used as a current inventory of individuals with appropriate skills wishing to participate in Canadian International Development Agency projects, as well as those presently on assignment overseas with CIDA. The record consists of personal data, academic qualifications and experience. The information is used to maintain files and to build a computer inventory enabling CIDA to respond to needs of developing countries. The inventory is also used to identify suitable candidates who have expressed a desire to serve with International Development Organizations. Other uses include the production of statistical data for CIDA purposes. The completed form is kept for five years and the affectations file is kept for 25 years after last correspondence.

IND = 4,000/ADP = h/DATE = 84-04-01

Accounts Payable and Receivable

CIDA-P20

The purpose of this data bank is to monitor and control all payments, as well as recoverable items and payments made to co-operants under contract to the Canadian International Development Agency. It contains a copy of the contract and information needed to initiate and control fee payments and tax deductions, and documentation on payments made. In order to gain access to their records, individuals must provide their name, country of service, project and CIDA file number. An individual's files dealing with a particular contract are kept for six years after the contract is terminated.

IND = 604/ADP = m/DATE = 84-04-01

Consultant's Registration Data Bank

CIDA-P30

This data bank is used to provide information to the Consultant's Selection Committee and ultimately the Minister, on the qualifications and experience of firms and individuals wishing to obtain contracts to undertake Canadian International Development Agency projects in developing countries overseas. Other uses include the production of statistical data for CIDA purposes. Information is used to make the appropriate final selection decisions, and includes the geographic location of the firms, and pertains to ownership, resources, professional competence, fields of professional expertise, experience, and language capabilities. The file remains in the data bank as long as the firm or individual wishes to remain registered with CIDA and as long as the firm remains Canadian-owned. The file is kept for five years after date of last correspondence.

IND = 87/ADP = h/DATE = 84-04-01

Applicants For and Holders Of CIDA Awards for Canadians

CIDA-P40

This data bank contains a record of Canadians who have applied for or been granted an award under the Canadian International Development Agency Program for Canadians. The file includes personal and professional references, proposed program of study, and career intentions. This bank is used to select candidates for awards and for scholarship holders. Individuals may access their file by a verbal or written request to the Program Officer, Human Resources Branch, CIDA. Files are maintained for two years for applications to be considered for awards, and for 15 years for files of granted awards.

IND = 650/ADP = h/DATE = 84-04-01

Canadian Livestock Feed Board

Background

The objective of the Board is to ensure the availability of adequate feed grain supplies and storage space to meet the needs of livestock feeders in eastern Canada and British Columbia, and to contribute to reasonable price stability for such supplies; to assist in equalizing feed grain prices to livestock feeders in eastern Canada and in British Columbia.

Access Procedures

Please address any inquiries concerning the following bank to:

Director General-Program Co-ordination
Livestock Feed Board of Canada
P.O. Box 177
Snowdon Station
Montreal, Quebec
H3X 3T4

Personal Information Banks

Freight Equalization Payment Records
CLFB-P10

This bank exists to register payments to individual claimants and to furnish information and data on the movement of eligible feed grains, from the prairie provinces by mode of transport and by type of grain, to various destinations in eastern Canada, British Columbia, the Yukon and the Northwest Territories, as well as from Ontario to destinations in northern and eastern Quebec and the Atlantic provinces. These files are retained indefinitely.

DATE = 84-04-01

Canadian Patents and Development Limited

Background

Canadian Patents and Development Limited was incorporated in 1947 to make available to the public, through industry, the industrial and intellectual property which results from publicly funded research and development.

Access Procedures

Please address any enquiries to:

Privacy Co-ordinator
Canadian Patents and Development Limited
275 Slater Street
Ottawa, Ontario
K1A 0R3

Canadian Penitentiary Service (CSC)

Background

The Canadian Penitentiary Service (formerly the Penitentiary Service and the National Parole Service) is responsible for administering sentences imposed by the courts, that is for the custody and health care of federal offenders and their preparation for re-entry to society. The CSC exercises responsibility for the management of five regions, each of which includes: Regional Headquarters (RHQ); Correctional Staff Colleges; maximum, medium and minimum security penal institutions; specialized penal institutions; community correctional centres; district parole offices and parole offices.

Access Procedures

Requests for access to the Offender Housekeeping bank should be submitted to the institutional director or delegate. All access requests to any other CSC bank or class of records should be mailed to the following address:

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9

While CSC employees may also pursue this route to gain access to their records, they are encouraged to request access from their local personnel offices.

Access requests must be accompanied by name, birth date, and where an offender bank is being accessed, the most recent offender number (i.e. institutional or Finger Print System) and expected location of the requested record, (e.g. the name of the penal institution, of the parole office). If only a specific medical docket or some other specific subject matter is being sought, the requestor should note this on the Record Access Request form. Any additional access requirements for specific banks or classes of records are included in their descriptions.

Personal Information Banks

Inmate Document and Record Information System (IDRIS)
CSC-P10

This bank contains records on all offenders incarcerated in federal penitentiaries and in the community. The records pertain to the offender's family, educational, social and criminal background; past, present and future program involvement progress; medical and psychological summaries; remission and sentence calculation; preparation for and performance while on temporary absence, day parole, full parole and mandatory supervision; transfers, grievances, discipline and privileges. The bank is used to manage the offender's sentence in all respects other than medical, security and certain confidential administrative matters. Except for grievance documentation, which is under the strict control of the Grievance Co-ordinator, information contained in this bank is also provided to other deparmental branches for their use. Grievance records are used for no other purpose than to resolve the grievance. More specifically, the bank is used in decision-making and monitoring matters regarding the type and custody level appropriate for the offender; transfers, all forms of release and performance while in the community, remission and sentence administration; certain medical and psychological matters; certain matters pertaining to employment and the resolution of grievances, visits, correspondence, privileges and discipline; and also research and evaluation. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age or until five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives.

ADP = h/DATE = 84-04-01
ID = Name, FPS number, Inmate number
LOC = Ottawa, Institutions, Parole Offices

Offender Administration Records
CSC-P20

This bank contains security and other confidential records on all offenders incarcerated in federal penitentiaries and in the community. The records may contain information provided under expressed or implied confidentiality related to offender's conduct, discipline and privileges; visits, family visiting program and correspondence; dissociation, routine police reports, community investigations and information of a general investigative nature; offenders' history and educational background; plans, activities and progress, particularly with regard to transfers, remission, preparation for release and performance while in the community. The bank is used to manage the offenders' sentences. Information contained in this bank is also provided to other departmental branches for their use. More specifically, it is used by decision-making authorities to determine the type of institution in which an inmate should be incarcerated and type of custody; when transfers between institutions occur, or when temporary absence is granted, the type and number of escorts required; in matters of conduct, discipline and privileges, dissociation; visits, family visiting programs and correspondence; plans and progress particularly with regard to employment, transfers, remission, preparation for release and performance while in the community; research and evaluation. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age, or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives.

ADP = h/DATE = 84-04-01
ID = Name, FPS number, Inmate number
LOC = Ottawa, Institutions, Parole Offices

Housekeeping Records
CSC-P30

This bank contains records on all offenders incarcerated in federal penitentiaries and in the community who have involved themselves in CSC programs and services, and on employment matters, such as: trust fund, pay data and fund transfer requests; diplomas/certificates, work shift requests and work change; employment status, hobby, employment and recreation related correspondence; program planning matters; offender training board and grading reports, training test reports, offender assessment forms and work assignment board documentation. It also contains the offender's requests for and participation in services and programs, such as the family visiting program. The bank is used in day-to-day management of offenders, for the purpose of keeping a record of offenders' participation in institutional and community work programs. It is used also to record requests and events of short-term significance only. Information contained in this bank is provided to other CSC branches for their use. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives.

ADP = h/DATE = 84-04-01
ID = Name, FPS number, Inmate number
LOC = Ottawa, Institutions, Parole offices

Offender Health Care Record
CSC-P40

This bank contains health care records on all offenders incarcerated in federal penitentiaries and in the community. The records within the bank are segregated into four dockets, namely: (i) medical and surgical; (ii) dental; (iii) psychiatric; (iv) psychological. The dockets contain health care histories, test results and interpretations, X-rays, treatment provided and related information. The bank is used for treatment purposes, and to record and respond to offender health care problems such as illness or injury. Factual health care summaries are also provided to other departmental branches for their use, as is certain other health care information, such as: fitness for work data to inmate employment staff, portions of the psychological docket to case management staff to assist in classification, transfers and parole. Certain health care records are also used for research, evaluation and training purposes but no decisions directly affecting the individual result from these uses. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives.

ADP = m/DATE = 84-04-01
IN = Name, FPS number, Inmate number
LOC = Ottawa, Institutions, Health care facilities

Preventive Security Records
CSC-P50

This bank contains records, such as incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to the incident. Records are maintained on offenders, staff and external groups who provide information on or are involved or implicated in the incidents. It is used to prevent, reduce and control various incidents. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives. A submission has been made to the Governor-in-Council to designate this bank as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

ADP = h/DATE = 84-04-01
ID = Name, SIN, FPS number, Inmate number
LOC = Ottawa, Region, Institutions, Security-cleared parole offices

Offender Movement
CSC-P60

This bank contains records on offenders incarcerated in federal penitentiaries. It is used to maintain a record of all pertinent information on dangerous offenders and to assist in their classification, transfer and special handling. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives.

ADP = h/DATE = 84-04-01
ID = Name, FPS number, Inmate number/LOC = Ottawa

Institutional Security Threats Records
CSC-P70

This bank contains records on national and international groups, organizations and criminals. It is used to provide background information on threats to institutional security and to provide reports on all security investigations to aid in preventing recurrences. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains seventy years of age or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives. A submission has been made to the Governor-in-Council to designate this bank as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

ADP = h/DATE = 84-04-01
ID = Name, FPS number, Inmate number
LOC = Ottawa, Region, Institutions

Administrative Inquiries Records
CSC-P80

This bank contains records on personal effects of offenders whether in their possession or in storage and reasons and recommendations regarding: injuries to offenders or visitors while on insitutional property; damage to or loss of their belongings or to departmental property (other than departmental motor vehicles) and staff; and other unusual incidents such as fires which might or do result in a claim by or against the Crown. It is used to record payment of claims by or against the Crown, to establish the nature and length of disabilities, and to determine the need for new instructions or procedures. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained for ten years. Historical records are transferred to the Public Archives. Individuals seeking access to these records must provide their full given name and surname as well as the approximate date and subject matter.

ADP = m/DATE = 84-04-01
ID = Name, SIN, FPS number, Inmate number
LOC = Ottawa, Region, Institutions

Security Inquiries
CSC-P90

This bank contains records on serious security incidents. For each incident, the report includes inquiry terms of reference, facts gathered and recommendations. Also included are police reports and intelligence assessments. Records are maintained on offenders, staff, visitors and external organizations who are involved in or provide information on the incident. It is used to prevent recurrences of security incidents. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained for ten years. Historical records are transferred to the Public Archives. A submission has been made to the Governor-in-Council to designate this bank as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

ADP = m/DATE = 84-04-01
ID = Name, SIN, FPS number, Inmate number
LOC = Ottawa, Region, Institutions

Correctional Investigator Inquiries Records
CSC-P100

This bank contains records on inquiries initiated by the Correctional Investigator. It is used to analyse and make action recommendations resulting from inquiries conducted by the Correctional Investigator.

These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained for ten years. Historical records are transferred to the Public Archives.

ADP = m/DATE = 84-04-01
ID = Name, SIN, FPS number, Inmate number
LOC = Ottawa, Region, Institutions

Pardons Records
CSC-P110

This bank contains records on offenders incarcerated in federal penitentiaries and in the community, who have been pardoned under the *Criminal Records Act*. These records, however, are segregated from the regular holdings and are not used for any purpose. They are returned to the regular holdings if the pardon is revoked. The records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains eighty years of age. Historical records are transferred to the Public Archives.

ADP = m/DATE = 84-04-01
ID = Name, FPS number, Inmate number/LOC = Ottawa

Access Request Records
CSC-P120

This bank contains the access request forms sent by individuals requesting access to their records, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. These records are disposed of after two years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Offender Data Records
CSC-P130

This bank contains records with data on, or having been provided by, individuals (e.g. family members, friends, lawyers and witnesses) closely involved or not in the offender's case, and collected during the conduct of community investigations, the preparation of police reports and other fact-gathering exercises on the offender. It is used with other banks to manage the offender's sentence while incarcerated in federal penitentiaries or in the community. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender reaches seventy years of age or five years after the last Warrant Expiry date, whichever is the longest. Historical records are transferred to the Public Archives. Individuals seeking access to these records must provide their full given name and surname as well as the name of the pertinent offender(s) and the location of the incident.

ADP = h/DATE = 84-04-01
ID = Name, SIN, FPS number, Inmate number/LOC = Ottawa

Volunteer Records
CSC-P140

This bank contains records on individuals offering their services on a voluntary basis, such as: addresses, telephone numbers, biographies and résumés, and security clearances. It is used to maintain an inventory of volunteers and a record of their activities and achievements. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained for ten years. Historical records are transferred to the Public Archives.

ADP = m/DATE = 84-04-01
ID = Name, SIN/LOC = Ottawa, Regions

Offender Employment Records
CSC-P150

This bank contains records on individuals, groups, agencies or firms involved in creating work opportunities for offenders, such as joint venture projects, and in obtaining goods produced and/or services provided by offenders. It is used to manage offender employment programs, to record their expenditures and revenues, to market offender goods and services and to provide statistical and other data about these programs. These records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained for ten years. Historical records are transferred to the Public Archives.

ADP = h/DATE = 84-04-01
ID = Name, SIN

Open Competitions
CSC-P160

This is a bank of records containing information on individuals who have responded to an open competition notice posted by the Department. It includes requests to staff a position including all information regarding the position, all advertising data, all applications and interview data on applicants, including screening and selection board reports, offers of appointment and appointment documents. It is used to staff positions through open competitions on referral from applicant inventory, and for statistical studies. These records are disposed of two years after the competition board date. Historical records are transferred to the Public Archives. Individuals seeking access to these records must provide their full given name and surname as well as the competition date and number.

ADP = m/DATE = 84-04-01
ID = Name, address, SIN/LOC = Region

Personal Services Contracts
CSC-P170

This is a bank of records containing information on individuals having entered into a personal services contract with the Department. It includes the duties, length of service, remuneration and any other approved terms and conditions deemed necessary. It is used to monitor and evaluate performance and to verify entitlements. These records are disposed of six fiscal years after completion of the contract. Historical records are transferred to the Public Archives.

ADP = m/DATE = 84-04-01
ID = Name, SIN, Contract number/LOC = Ottawa

Classes of Personal Information

Pardons Records

This is a class of records on offenders incarcerated in federal penitentiaries and in the community who have been pardoned under the *Criminal Records Act*.

When a pardon is granted, the Department collects all records on the individual and segregates them from the regular records holdings in order that they may not be used for any purpose. These records are returned to the regular records holdings if the pardon is revoked.

Canadian Penitentiary Service (CSC)

The records are disposed of in accordance with an Operational Records Retention and Disposal Schedule approved by the Dominion Archivist and are normally retained until the offender attains eighty years of age. Historical records are transferred to the Public Archives.

Canadian Radio-television and Telecommunications Commission

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

Overall Responsibilities

In broadcasting matters, the CRTC regulates both the public and the private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences and to set any conditions of licence it feels necessary. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfill its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in Annual Returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination, as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express their views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedures.

On both the broadcasting and telecommunications sides, the Commission receives complaints and enquiries from specific individuals on corporations. Grants and contributions are occasionally made through the Commission's research branch.

General Information

General information can be obtained either in person, by telephone, or by writing to the following services at the CRTC Headquarters, at the Central Building of Les Terrasses de la Chaudière, 1, Promenade du Portage, Hull, Quebec.:

Library
2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4484

Public Examination Room
5th Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-2429

Information Services
2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-0313
Visual Ear: (819) 997-0423

Statistical Information Centre
2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4624

Regional Offices

The CRTC maintains four Regional Offices to establish the Commission's presence in the community. These offices provide a link between the Head Office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the Regional Offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications Commission
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
Telephone: (902) 426-7997

Quebec Region

Director General
Canadian Radio-television and Telecommunications Commission
Complex Guy Favreau, East Tower
200 Dorchester Blvd. West, 6th Floor
Montreal, Quebec
H2Z 1X4
Telephone: (514) 283-6607

Midwest Region

Director General
Canadian Radio-television and Telecommunications Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-6306

Pacific Region

Director General
Canadian Radio-television and Telecommunications Commission
701 West Georgia Street
Suite 1130
Box 10105
Vancouver, British Columbia
V7Y 1C6
Telephone: (604) 666-2111

Access Procedures

All requests made to the CRTC under the *Access to Information Act* and the *Privacy Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Canadian Radio-television and Telecommunications Commission
Central Building, 7th Floor
Les Terrasses de la Chaudière
1, Promenade du Portage
Hull, Quebec
K1A 0N2
Telephone: (819) 994-5366

Personal Information Banks

Broadcasting

Complaints and Representations File
CRTC-P10

The purpose of this file is to maintain a record of any person who wishes to lodge a complaint with, or make any representation to the Commission, with respect to any matter within the powers of the Commission that is not directed to any application. The file contains the name, address, telephone number of the person and agent, if any, lodging the complaint or making a representation. The information on this file is public.

ADP = m/DATE = 84-04-01

Financial and Corporate Analysis

Ownership Profiles
CRTC-P20

The purpose of this bank is to maintain a record of ownership profiles relating to individuals authorized under the *Broadcasting Act* to own and operate broadcasting undertakings in Canada. The bank contains the name of the individual ownership shareholding, together with the location and type of undertaking (cable, AM, FM or TV). The bank is established on a national basis and is used in preparing ownership comments (Factum Book) for the various public hearings held across the country, with respect to the granting of licences for broadcasting undertakings. Manual files are retained for ten years by the Commission.

ADP = h/DATE = 84-04-01

Annual Returns
CRTC-P30

The purpose of this bank is to maintain a record of financial analysis and ownership information relating to individuals and/or companies authorized under the *Broadcasting Act* to own and operate broadcasting undertakings (cable, AM, FM or TV) in Canada. Some of the financial data contained therein is used in the assessment of annual licence fees to be paid by licensees. Assessments and a record of payments are maintained. The annual returns are filed alphabetically on a national basis and are used in (a) compiling and analyzing the broadcasting industry, e.g. growth trends and industry performance; and (b) preparing financial analysis comments for the various public hearings held across the country with respect to the granting or renewing of licences for broadcasting undertakings. Manual files are retained for ten years by the Commission. Financial and operating information is collected on a yearly basis from the Annual Returns filed under the *Statistics Canada Act*.

ADP = h/DATE = 84-04-01

Broadcast Operations

Programming Correspondence Files
CRTC-P40

The purpose of this bank is to maintain a correspondence with licensees, including AM and FM radio, television and cable TV, concerning programming matters such as logs, tape records of programs, commercials, Canadian content, etc. Comments, enquiries, complaints cover a wide range of topics, most of which are related to the *Broadcasting Act*, 1968, and Regulations under the Act. The life cycle of these files is approximately two years.

ADP = m/DATE = 84-04-01

Telecommunications

Telecommunications Complaints, Enquiries and Briefs
CRTC-P50

The purpose of this bank is to provide a depository for case files pertaining to complaints and/or enquiries from customers or users of telecommunications services, furnished by the telecommuncations companies under the Commission's jurisdiction. Such files contain all information relevant to the submission, processing, investigation and disposition of such complaints or enquiries, and include correspondence between the individual originating the complaint or enquiry and the Commission, as well as investigative material and correspondence between the Commission and the telecommunications company against which the complaint or enquiry is directed. Complaints and enquiries deal with such matters as service, rates and charges, credit and collection practices. The information in this bank deals only with the federally-regulated telecommunications companies, e.g. Bell Canada, British Columbia Telephone Company, Canadian National Telecommunications and CNCP Telecommunications. The files in this bank are active only during the period of investigation or enquiry, normally 30 to 60 days, after which they are closed. They are retained in the bank for a period of two years. The information in this bank is public.

ADP = m/DATE = 84-04-01

Research

Contributions and Grants
CRTC-P60

The purpose of this bank is to keep a record of payments made to universities, associations and individuals to reimburse them for certain types of disbursements made by the recipients in relation to research in broadcasting. Disbursements by universities and associations include remuneration to individuals who have worked on the project. This information is mainly used for control of expenditures. The bank contains a résumé of the research consultant and an assessment of the proposed study and its cost. Files are retained ten years by the Commission.

ADP = m/DATE = 84-04-01

Canadian Radio-television and Telecommunications Commission

Secretariat

Applicants File
CRTC-P70

The purpose of this bank is to provide information on individuals, partnerships, and individuals doing business under a registered name, relative to obtaining, renewing and amending a licence for broadcasting undertakings. This bank contains identification of the applicant; investment (equity and/or securities) held by the applicant in a CRTC licence holder, newspaper or other media publisher, theatre or cinema, advertising agency, broadcasting sales representative, broadcasting program material producer or distributor, music recording producer or music publisher, lessor of property, plant or equipment of the licensee, company owning securities in any of these categories, potential advertising client of the undertaking; staff information: service information; capital costs and facilities; and financial operations. Manual files are retained for ten years by the Commission.

ADP = h/DATE = 84-04-01

Intervenors File
CRTC-P80

The purpose of this file is to maintain a record of any person who is interested in an application and who wishes to file with the Commission an intervention for the purpose of supporting, opposing or modifying an application. The file contains the name, address and telephone number of the invervenor and his agent if any. Details accompany the interventions on most occasions. Interventions are public documents. Manual files are retained for ten years by the Commission.

ADP = m/DATE = 84-04-01

Legal

Legal Branch
CRTC-P90

The purpose of this bank is to provide a record of legal opinions and advice given to the CRTC by this branch and other sources and to retain some of the material upon which such advice was given. The bank provides a record of prosecutions and investigations conducted by this branch and retains some of the material upon which such prosecutions and investigations were contemplated or carried out. It also provides a record of cases in which the CRTC is involved and some other material relevant to such cases. The life span of this bank is indeterminate.

ADP = m/DATE = 84-04-01

Corporate Management

Personal Service Contracts
CRTC-P100

The purpose of this bank is to maintain a record of individuals who have been engaged under contract by the Commission. It contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. The information is used to determine taxable income and to issue the T-4 Supplementary for income tax purposes, and as source data for personnel required to carry out special studies from time to time. Files are retained for ten years by the Commission.

ADP = m/DATE = 84-04-01

Travel and Removal
CRTC-110

The purpose of this bank is to maintain records of individuals, travel costs and to determine the costs of particular programs such as public hearings and special projects. The frequency of travel is used to determine eligibility for standing advances from the Working Capital Advance. Special information on these advances is maintained for semi-annual reports to Treasury Board, forecasting the continued requirement of funds from the special allotment available to the Board for distribution among departments. The principal use of this bank is to provide managers with data on travel and removal costs for estimate purposes and for budget control. Individuals identified in this bank are employees and former employees of the Commission, and individuals who have entered into personal service contracts with the Commission. Travel and removal data may be disposed of after six years for both active and former employees.

ADP = m/DATE = 84-04-01

Access Request Data Bank
CRTC-P120

This bank contains the access request forms sent by individuals, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

DATE = 84-04-01

Canadian Security and Intelligence Service (CSIS)

Background

The Canadian Security and Intelligence Service operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the government of Canada in relation to these matters. It also plays a role in providing security assessments to Departments of the government of Canada (as described in Cabinet Directive 35 dated December 18, 1963), and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof. As well, the CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act, 1976*. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers. Further, the CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

Access Procedures

Please address all formal access requests to:

The Director
Canadian Security Intelligence Service,
P.O. Box 9732,
Station Terminal,
1200 Alta Vista Drive,
Ottawa, Ontario.
K1G 4G4
Attention: Departmental Privacy Co-ordinator
Telephone: (613) 993-1159

When finalized, the Personal Information Banks for CSIS will be published in the next Bulletin. In the interim, and to facilitate the exercise of their rights of access, applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS.

Canadian Transport Commission

Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction.

Established by the *National Transportation Act* on September 19, 1967, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier cabinet decision, the Western Division was established in May 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in Western Canada and to provide more direct access to and develop easier and more effective communication with the total western community.

Overall Responsibilities

The CTC's objective is to promote the co-ordination and harmonization of all operations by carriers engaged in transport under federal jurisdiction, through effective economic regulation, research and participation in policy development and, with respect to rail, to foster optimum development of safety regulations consistent with the public interest. In the course of fulfilling these responsibilities, personal information may be collected and retained concerning individuals participating in some of the activities or from whom the commission was required to obtain personal information.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act* and other statutes. It is a court of record and its decisions, though binding, are subject to appeals; to the Federal Court of Canada on questions of law or jurisdiction, and, in other cases, to its own review committee, the Minister of Transport, or the Governor in Council.

The commission consists of a maximum of 17 commissioners including a president, one vice-president responsible for law and the superintendence of the work of the committees, and one vice-president charged with the superintendence of the programs of study and research. All are appointed by the Governor in Council.

The powers and duties of the commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes - air, rail, water, motor vehicle and commodity pipeline. One committee deals with review and appeals, while the other is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research and departmental administration.

Access Procedures

Any Canadian citizen or permanent resident within the meaning of the *Immigration Act*, 1976, who is of the opinion that the commission has in its possession information of a personal nature concerning that individual, may request access to that information by writing to:

The Privacy Co-ordinator
Canadian Transport Commission
Terrasses de la Chaudière
15 Eddy Street
Hull, Quebec
K1A 0N9

Personal Information Banks

Railway Transport Committee

Rail Accident Investigation (Court of Record)
CTC-P10

The purpose of this bank is to maintain a record of investigations of rail accidents. The bank contains reports on the causes of rail accidents, and in some instances, disciplinary action is recommended, ordered or taken in respect of individuals who, pursuant to cause investigation, are deemed to have caused, in whole or in part, the accident. Since the files are maintained by accident location, an access request must specify the location of the accident. This bank was created under the authority of the *Railway Act* and it is managed by the Safety and Services Branch. Files are kept for 20 years.

IND = 5,000/ADP = m/DATE = 84-04-01
ID = Accident/LOC = Ottawa

Air Transport Committee

Complaints in Respect of Commercial Air Services (Court of Record)
CTC-P20

The purpose of this bank is to maintain a record of complaints concerning commercial air services for use in investigating possible infractions under the *Aeronautics Act*. The bank contains complaints concerning provision of service in commercial air operations made by individuals, competitors, and other bodies. Since files are maintained by carrier name, an access request must specify the name of the carrier. Files are held for two years except those for advance booking charters which are held for ten years.

IND = 20/ADP = m/DATE = 84-04-01
ID = Carrier Name/LOC = Ottawa

Air Service Licence Applications (Court of Record)
CTC-P30

The purpose of this bank is to maintain a record of air service licence applications for use in determining licence eligibility under the *Aeronautics Act*. The bank contains applications for authority to operate a commercial air service, including interventions in support or opposition thereto; as well, the files may contain personal information bearing on the appropriateness of the licence being granted. Files are held for ten years.

IND = 80/ADP = m/DATE = 84-04-01
LOC = Ottawa

Water Transport Committee

Water Transport Licence Applications (Court of Record)
CTC-P40

he purpose of this bank is to maintain a record of water carrier licence applications for use in determining licence eligibility. The bank contains applications for authority to operate a commercial water carrier service in the Great Lakes, Mackenzie River and Western Arctic regions, including interventions in support or opposition thereto. The files may also contain personal information provided in relation to licence applications. Files are held for ten years.

IND = 20/ADP = m/DATE = 84-04-01
LOC = Ottawa

Contracts File
CTC-P50

This bank contains details of contracts entered into with consultants for certain required services and include, in some instances, individual curriculum vitae submitted. Where Treasury Board submissions are involved, files may contain an assessment of past service. Files are maintained in the Administrative Service Directorate and are accessible through the director. The purpose of the files is to deal with accounts of the contractor. Files are kept for six fiscal years.

IND = 200/ADP = m/DATE = 84-04-01
LOC = Ottawa

Access Request Data Bank
CTC-P60

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

IND = 10/ADP = m/DATE = 84-04-01
LOC = Ottawa

Canadian Unity Information Office

Overall Responsibilities

The objective of the Canadian Unity Information Office is to provide information, advice and communications strategy to policy decision-makers and Parliamentarians on those issues which may have an impact on Canadian unity; and to provide and/or facilitate public information programs and events whose theme or content is based on factors that contribute to Canadian unity.

Access Procedures

Please address enquiries concerning the *Privacy Act* to:

Privacy Co-ordinator
Canadian Unity Information Office
P.O. Box 1986, Station B
151 Sparks Street, Room 502
Ottawa, Ontario
K1P 6G6

Personal Information Banks

Administration Division

Personal Service Contract Bank
CUIO-P10

The purpose of this bank is to maintain a record of personal service contracts awarded. The management of this bank is the responsibility of the Financial Services. The bank is comprised of an alphabetical arrangement of hard-copy case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. The information contained in this bank is used exclusively for the purposes stated herein. Individual contract files are maintained for six fiscal years and then destroyed. Personal information is recorded manually and the bank includes approximately 200 individuals.

DATE = 84-04-01

Access Request Data Bank
CUIO-P20

The purpose of this bank is to maintain a record of all access requests received. Its management is the responsibility of the Administrative Services. The bank includes an alphabetical arrangement of hard-copy case files which contain the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. The information contained is used for processing requests only, and to report on the number of access requests received annually. Files will be kept for two years. The personal information is recorded in the bank manually.

DATE = 84-04-01

Classes of Personal Information

Planning and Research

In the course of conducting communications strategy research and analyses, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes individual names, addresses, telephone numbers and opinions on various controversial/attitudinal issues and trends. This information is stored as part of other files where records are not normally retrieved by individual name or other personal identifier. This form of personal information is retrievable only if specifics are provided concerning the date and location where the interview was done and the topic of the study. The retention periods for these classes of personal information are controlled by the Records Schedules of the files in which they are stored.

The Canadian Wheat Board

Overall Responsibilities

The Canadian Wheat Board was established by the *Canadian Wheat Board Act* in 1935 to provide for the orderly marketing of wheat, and since 1949, oats and barley produced in the area designated by the Act. The Board is obliged by law to purchase wheat, oats and barley offered to it for sale by producers at an elevator or railway car and to pay an initial payment for same in accordance with the Act. The Board is then obliged to market this grain in interprovincial and international markets. The surplus proceeds received upon sale and available for distribution, are divided equitably among the producers delivering grain to the Board after the initial payment made to the producers and the Board's operation costs are deducted. The Board is also responsible for administering a delivery quota system which is designed to ensure equality of delivery opportunity among producers wishing to deliver grain for sale in interprovincial and international markets to elevators and railway cars. The Board also administers the *Prairie Grain Advance Payments Act* pursuant to which advance payments are made to producers undertaking to deliver wheat, oats and barley as quotas permit.

Access Procedures

Please address enquiries to:

Privacy Co-ordinator
The Canadian Wheat Board
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5

Personal Information Banks

Country Services Division

Producer Records
CWB-P10

This bank is established for the purposes of maintaining a record of each producer's delivery entitlement under the quota system and also of the grain growing operations of each producer to determine and monitor producer deliveries for the purpose of making payments to producers as required by the *Canadian Wheat Board Act*. This bank is maintained by the Country Services Division and used by that division in conjunction with the Treasury Division in making payment to producers. The bank contains applications for Canadian Wheat Board Permit Books submitted by producers, which indicate the size of the producer's farm and the seeded acreage for each crop year and correspondence relating to the issuance of permit books. The bank also contains information relating to producer deliveries of wheat, oats and barley to the Board including the date of delivery, quantity delivered in tonnes, grade and kind of grain delivered, deductions taken under the *Prairie Grain Advance Payments Act* and credited to outstanding accounts, if applicable, and the name of the company which accepted delivery on behalf of the Board. This information is used in estimating the size of the crop and in monitoring producer deliveries to ensure compliance with the applicable quotas and also in calculating the entitlement of producers, who have delivered wheat, oats or barley to the Board, to share in any surplus which The Canadian Wheat Board may have in its accounts for distribution to producers in accordance with the Act. It is also used to record and monitor repayment, by delivery of grain or by cash payment, of accounts outstanding under the *Prairie Grain Advance Payments Act*. The information relating to producer deliveries is retained for a period of at least seven years. Other information is retained for a period of four years.

IND = 300,000/ADP = h/DATE = 84-04-01
ID = Name/LOC = Winnipeg

Office of the Chief Electoral Officer

Access Procedures

Please direct enquiries to:

Privacy Co-ordinator
Office of the Chief Electoral Officer
440 Coventry Road
Ottawa, Ontario
K1A 0M6

Personal Information Banks

Operations Directorate

The Operations Directorate supervises the administrative conduct of federal elections; trains federal returning officers; prepares books of instructions for election officers; applies the provisions of the Act pertaining to the eligibility of persons to vote, supervises the revision of polling division boundaries; compiles statistics and statutory reports and, as required, assists eleven electoral Boundaries Commissions in carrying out their mandate under the *Electoral Boundaries Readjustment Act* to determine the boundaries of the electoral districts assigned to each province.

Election Operations
CEO-P10

This information bank contains the names of candidates and their official agent as recorded in the candidates' nomination papers, as well as the names of the electors who sign the candidates' nomination papers; preliminary lists of electors; revising officers' record sheets; record of decisions in cases involving a person's eligibility to vote; complaints with respect to the manner in which election officers discharge their duties; personal data on individuals who are deprived of their right to vote and/or be a candidate because of a conviction under the *Canada Elections Act*. The bank also contains the names of the members of the Boundary Commissions. During elections, please direct inquiries concerning this bank to the returning officer in the electoral district; at other times, to the Privacy Co-ordinator.

DATE = 84-04-01

The Election Financing Directorate

The Election Financing Directorate examines the election expenses returns of candidates and registered political parties at federal elections, establishes the amounts to be reimbursed and arranges payments; refers to the Commissioner of Canada Elections those cases where a breach of the *Canada Elections Act* is suspected; audits and pays statements of fees and claims submitted by election officers.

Election Financing
CEO-P20

This information bank contains the names of candidates, their official agent and auditor; the names of registered political parties, their registered agents and auditor; the election expenses returns of candidates seeking election to the House of Commons and of registered political parties; the amounts of money reimbursed to political parties and the candidates who qualify; the name and address of each election officer and other personal data; the amount of fees paid and of claims reimbursed to election officers; the particulars of cases referred to the Commissioner of Canada Elections for investigation.

DATE = 84-04-01

The Office of the Commissioner of Canada Elections

The Commissioner of Canada Elections is responsible by Statute for ensuring, under the general supervison of the Chief Electoral Officer, that the provisions of the *Canada Elections Act* are complied with and enforced.

Files of the Office of the Commissioner of Canada Elections
CEO-P30

This information bank houses correspondence with respect to the appointment of persons who represent the Commissioner during elections, the names of lawyers who act as Counsel, and particulars of complaints alleging violations of the Act. The information in this bank is used by the Commissioner of Canada Elections, the RCMP for investigative purposes, and the Courts in deciding on the guilt or innocence of an accused person.

DATE = 84-04-01

Office of the Commissioner of Official Languages

Overall Responsibilities

The terms of reference of the Office of the Commissioner of Official Languages are set out in the *Official Languages Act*. This legislation was passed in July 1969 and came into effect in September of that year. The terms of reference consist of ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of the institutions of the Parliament and Government of Canada. The first Commissioner took office on April 1, 1970.

The Commissioner fulfils his duties in three ways: he investigates complaints regarding matters governed by the *Official Languages Act;* he carries out studies, research, analyses and audits with respect to the equal status of and rights and privileges connected with the official languages; and, lastly, he encourages application of the Act by providing information and advice and by working with the public and federal organizations. The Commissioner's mandate encompasses the entire federal apparatus: departments, agencies, Crown corporations, and so on.

Access Procedures

Any requests for consultation of private information are to be sent to:

Privacy Co-ordinator
Office of the Commissioner of Official Languages
Room 2115
66 Slater Street
Ottawa, Ontario
K1A 0T8

Classes of Personal Information

Policy and Liaison Program

In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organizations, the branch keeps some information on those organizations and individuals with whom it is necessary for the Commissioner's office to communicate on a regular basis, to obtain or verify information having to do with minority official language rights; languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond what is necessary to identify the person and/or organization. They are located in Ottawa and in the five regional offices — Edmonton, Winnipeg, Sudbury, Montreal and Moncton.

Department of Communications

Background

The role of the Department of Communications is to encourage the growth of national and international telecommunications, broadcasting networks and facilities, and to anticipate and plan for change by conducting research into communications and space technology. It manages and regulates the airwaves, ensuring the efficient use of the radio spectrum. In recognition of the increasingly close link between culture and communications, the department was given responsibility in 1980 for the federal government's arts and culture program, and for a number of cultural agencies.

Access Procedures

Please address any enquiries to

Co-ordinator
Access to Information and Privacy
Room 836, North Tower
Journal Bldg.
300 Slater
Ottawa, Ontario
K1A 0C8

Personal Information Banks

Spectrum Management Sector

Radio Operator Certificate Records
DOC-P10

This bank maintains a list of radio operators and their qualification levels. Its records relate to amateur or professional operators and may contain such information as operator examination results, personal characteristics and a physical description of the certificate holder. Some certificates are valid for five years; records are retained indefinitely after the certificate becomes invalid.

IND = 185,000/ADP = m/DATE = 84-04-01

Spectrum Management System (SMS) Data Base
DOC-P20

This is a computerized and fully automated bank of radio station licensing information, derived from the applications submitted by applicants for radio station licences. It contains information such as assigned radio frequencies and call signs; the emissions, powers and radio communications authorized; and the classes of station with their geographical locations. It also records the names of licensees with licence fee accounting and billing information. This bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. The licensee and licence fee accounting information is used as a basis for the collection of annual licence renewal fees. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, bandwidth and power is provided to selected government bodies, persons or companies in connection with frequency co-ordination procedures, for station or system planning, for marketing, for reference or for similar purposes. Records have been retained since the early 1950s and information is stored on microfilm, computer tapes, and disks.

IND = 140,000/ADP = c/DATE = 84-04-01

Radio Station Licensing File
DOC-P30

This bank contains a list of radio station licence applicants. Records include personal characteristics of applicants, including place and date of birth, citizenship and occupation. Records also contain proposed uses for the radio system and a technical description of the radio equipment. The licence is valid for a period of not more than five years, subject to the payment of a renewal fee. The information in the bank is used to ensure the proper operation of the station in accordance with the terms of the licence. Records are retained for up to two years after the licence becomes inactive. The bank contains up to 76,000 individual records on licence applicants. Records are held in regional and/or district offices depending on the radio service.

IND = 76,000/ADP = m/DATE = 84-04-01

Microwave Analysis System
DOC-P40

This is a bank of licensing information on radio stations that use radio frequencies in the microwave range of the spectrum from 890 MHz to 15.350 GHz. It serves as an effective electromagnetic compatibility tool. Information, derived from applications for station licences, includes the names and addresses of some 300 licensees; and frequency assignments, geographical locations, transmitter power and antenna characteristics for over 7,000 stations. These records are retained for as long as the stations continue to exist.

IND = 300/ADP = c/DATE = 84-04-01

Radio Operator Certificate Records
DOC-P50

This bank contains a computerized list of radio operators and their qualification levels. The bank is used for administrative, licensing, and monitoring purposes. The bank contains information on all holders of certificates of proficiency including their names, citizenship, date and place of birth, class of certificate, certificate number and the date of issuance of the certificate. These records are retained indefinitely or until a notice of death is received.

IND = 235,000/ADP = c/DATE = 84-04-01

Complaints and Suppressions — Interference
DOC-P70

This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint. The bank is used to recommend further action and to document the manner in which complaints were handled. Records are retained, on average, for about six months.

IND = 25,000/ADP = m/DATE = 84-04-01

Prosecutions — Illegal Radio Installations
DOC-P80

This bank holds all records pertaining to prosecution for illegal radio installations. It contains the personal characteristics of the individual or firm being prosecuted, nature of the violation and records of legal proceedings. Records are retained for ten years.

IND = 300/ADP = m/DATE = 84-04-01

Personal and Administration Sector

Applications for Employment

DOC-P90

This bank serves as a ready reference for any application received requesting employment with the department. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened, if positions become available, for possible invitation to interview. Records are retained for one year.

IND = 250/ADP = m/DATE = 84-04-01

Applications for Personal Service Contracts

DOC-P100

The purpose of this bank is to maintain a record of those individuals seeking consideration for contractual arrangements with the department. It contains personal characteristics, professional qualifications and assessments, etc. The bank is used to select individuals and firms for contract work. Records are retained indefinitely.

IND = 550/ADP = m/DATE = 84-04-01

Access Request Data Bank

DOC-P110

This bank contains the access request forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files are kept for two years. Please address any enquiries to the Access to Information and Privacy Co-ordinator.

IND = 75/ADP = h/DATE = 84-04-01

Classes of Personal Information

Research Sector

Behavioural Research

This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normaly retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is stored in the Public Archives. (Cross reference to Access to Information Register Class of Records No. DOC-RE-360).

Cultural Affairs Sector

Canadian Film and Videotape Certification

This class of documents contains personal information pertaining to the creative personnel employed in productions which have been submitted for certification. It contains names, addresses, citizenship and remuneration paid. Information is not filed by personal identifier, but is filed with application forms for the production. Files remain active for two years and are kept indefinitely. (Cross reference to Access to Information Register Class of Records No. DOC-AC-680).

Office of the Comptroller General

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act* on June 30, 1978. The Comptroller General reports to the President of the Treasury Board. The role of the Office of the Comptroller General (OCG) is to see to the establishment of sound management practices in the federal government.

OCG officials work with program managers and functional specialists in departments to establish policy and to give advice on management practices, particularly in areas such as financial administration, operational planning and control, internal audit, and program evaluation.

The Office of the Comptroller General has three branches and a small planning and co-ordinating staff support unit.

Access Procedures

Please address enquiries to:

Access to Information and Privacy Co-ordinator
Office of the Comptroller General of Canada
Place Bell Canada
20th Floor N.E.
160 Elgin Street
Ottawa, Ontario
K1A 1E4
Telephone: (613) 593-6480

Personal Information Banks

Applications for Employment
OCG-10

This bank serves as a reference for any application received requesting employment with the Office of the Comptroller General. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available. The bank is used to store papers and documents received from applications. Records are retained for two years, then destroyed.

DATE = 84-04-01

Classes of Personal Information

In the course of conducting the program and activities of the Office of the Comptroller General of Canada, categories of personal information may be accumulated. Such personal information is stored as part of the general subject files, e.g. Committee of Senior Officials (COSO), Human Resources Skills Development, and Improvement of Management Practices and Controls, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if further information is provided concerning a specific activity.

The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

Department of Consumer and Corporate Affairs

Overall Responsibilities

The Department of Consumer and Corporate Affairs Canada was created in 1967 to bring together in one department as much as was practical of federal laws governing and regulating the marketplace.

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The Department is also responsible for the administration of the Metric Conversion Program and the UFFI Assistance Program.

The Bureau of Consumer Affairs promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The Bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The Bureau of Competition Policy administers the *Combines Investigation Act*, which is aimed at maintaining a competitive market system with a view to increasing efficiency in the economy and fairness in the marketplace.

The Bureau of Policy Co-ordination is responsible for conducting research, policy analysis, evaluation and communication activities as well as liaison with external organizations in the area of consumer and corporate affairs.

The Bureau of Corporate Affairs seeks to provide a legal framework for the orderly conduct of business. It develops federal commercial institutions through incorporation, regulates bankruptcy proceedings for insolvent companies and individuals, and licences and supervises trustees in bankruptcy. It also encourages invention, innovation and creativity in Canada through granting exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works.

Metric Commission Canada was established in 1971 for the purpose of advising the responsible minister on plans for conversion to the metric system in Canada.

The Urea Formaldehyde Foam Insulation (UFFI) Information and Co-ordination Centre was created in June 1981 to administer the technical and financial assistance program for homeowners with UFFI insulation.

Access Procedures

Please direct inquiries to

Access to Information and Privacy Co-ordinator
Departmental Secretariat
Consumer and Corporate Affairs
23rd Floor, Zone 1
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9

Personal Information Banks

Departmental Secretariat

Request for Access to a Record
CCA-P10

This bank contains request forms for access to a record received by the Department, answers to those requests, and information relative to their processing. Those requests can be identified by the name of the applicant and a reference number. The bank is used in answering personal information requests and in preparing the annual report according to the *Privacy Act* as to the number of requests received. The files are arranged in numerical order and classified alphabetically on a card index. Records are retained for a period of two years at headquarters in Hull, Quebec.

IND = 69/ADP = m/DATE = 84-04-01

Finance and Administration Directorate

Finance Branch

Deposit Trust Files
CCA-P20

This bank serves as an accounting record for those individuals and firms who wish to prepay for services provided by the Department. It contains names, addresses, nature of service and amounts deposited by individuals or firms who are regular users of departmental services. The bank is used to determine whether sufficient funds are available before a service is rendered. The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years at headquarters.

IND = 800/ADP = h/DATE = 84-04-01

Payments to Contractors — General
CCA-P30

This bank serves as a record of pay and benefits to individuals employed on a personal service contract. It contains curricula vitae and agreements for individuals under contract. The bank is used for post-audits by the Auditor General. The contractor's name is required to access this information. These records are arranged in numerical order and are retained for seven years at headquarters in Hull, Quebec.

IND = 350/ADP = m/DATE = 84-04-01

Bureau of Consumer Affairs

Management Services Branch

Claims By and Against the Crown (Motor Vehicle Accidents)
CCA-P40

The purpose of this bank is to house all relevant data on accidents to determine liability and make settlements. A secondary use is for the purpose of analysis to determine common recurrent causes of accidents and to initiate corrective training programs. The bank contains police reports of accidents, supervisor's reports of accidents, statements by departmental employees on the accident, and Department of Justice decisions on liability. The files are arranged numerically by accident case: the individual's name is required to access the information. Records are retained for two years in the five regional offices.

IND = 350/ADP = m/DATE = 84-04-01

Department of Consumer and Corporate Affairs

Consumer Complaints and Inquiry Assistance Classes
CCA-P50

These classes contain individual complaints and inquiries about goods and services, the results of mediation, solutions and replies. Please note that files in this bank may be identified by means of the name of the company concerned rather than the complainant. Some complaints are handled by telephone and filed by subject matter or referred to the appropriate regional office. Few complaints and inquiries are recorded or retained in the data base. These files are kept active for one year.

ADP = m/DATE = 84-04-01

Acts Administered in Whole or in Part by the Department: Inquiries
CCA-P60

Canada Agricultural Products Standards Act

Canada Dairy Products Act

Consumer Packaging and Labelling Act

Electricity Inspection Act

Fish Inspection Act

Food and Drugs Act

Gas Inspection Act

Hazardous Products Act

Maple Products Industry Act

National Trade Mark and True Labelling Act

Precious Metals Marking Act

Tax Rebate Discounting Act

Textile Labelling Act

Weights and Measures Act

This bank contains records on establishments that have been inspected with respect to the requirements of the legislation. It contains inspection reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

With respect to the *Tax Rebate Discounting Act*, the bank also contains the Statements of Discounting Transaction (Schedule 1) submitted by discounters, and information relative to their processing and verification. It contains names, addresses and amounts of refunds for persons using tax discounting services. Retention periods vary according to the subject.

ADP = h/DATE = 84-04-01

Product Safety Branch

Canadian Accident Injury Reporting and Evaluation (CAIRE)
CCA-P70

This bank was established to assist in the setting of priorities within the branch. It includes the individual's chart number, institution, age of victim, admittance date, number of hospitalized days, injury nature and cause, place of occurrence and disposition. This bank is used for internal and external data retrievals and regular publications. The individual's chart number is required to access the information. The files are arranged by product code and are retained at headquarters in Hull, Quebec.

IND = 44,472/ADP = c/DATE = 84-04-01

Bureau of Corporate Affairs

Central Registry Information System
CCA-P80

This bank, which was established under the program activity, is the master index of all bankruptcy proceedings in Canada. The information content, which is a matter of public record, includes personal or business characteristics such as names and addresses, assets and liabilities, name of bankruptcy trustee, dates of the first meeting of creditors, dates of the bankrupt persons' and the estate trustees' discharges and the dividends paid on the bankruptcy. Also included are the names of officers and/or directors of bankrupt companies. This bank is used to facilitate the regulatory control of the bankruptcy process and for trustee audit purposes. The files are arranged alphabetically by individual name and numerically by numbered corporations. The system is accessible through any of the 15 Bankruptcy Branch offices across Canada where records relating to all bankruptcy proceedings reported since 1976 are retained on microfiche, all records relating back to 1923 are held in card files located at the Bankruptcy Branch head office in Hull, Quebec.

IND = 100,000/ADP = h/DATE = 84-04-01

Bankruptcy Detection/Investigation Files
CCA-P90

The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the *Bankruptcy Act* both before and after the declaration of bankruptcy. As such, the bank is used to monitor the progress, results and backlogs of complaint and detection assignments undertaken by Bankruptcy Branch personnel, and investigations carried out by the Royal Canadian Mounted Police under the authority of the *Bankruptcy Act*. Content includes the name of the person being complained against or investigated, the initial complaint or the detection assignment, RCMP investigation reports, investigation results, court decisions and the fines or jail terms imposed. The information needed to access this information is the individual's name and the special investigation number. Records of closed investigations are microfilmed and retained in alphabetical and numerical order at headquarters with a copy kept in the field office where the investigation took place.

IND = 2,000/ADP = m/DATE = 84-04-01

Trustees in Bankruptcy
CCA-P100

The purpose of this bank is to provide a repository for data used for the licensing of trustees in bankruptcy. The bank contains a record of the initial issue of a trustee license, the renewal and extension of licenses, any restrictions applied to the trustee license and any removal of license. The information content of this bank includes the personal history of each trustee relating to his/her education, financial portfolio, professional status and character inquiries made prior to the issuance of a license, and is used to assess the qualifications of all applicant trustees. These records are retained in the Department at headquarters in Hull, Quebec.

IND = 500/ADP = m/DATE = 84-04-01

Bankruptcy Estate Control Files
CCA-P110

These files contain information necessary for the proper administration of all estates under the *Bankruptcy Act*. Each file contains information relating to the assignment into bankruptcy, or the affidavit of execution of assignment, or the proposal or receiving order as the case may be; certificate of official receiver of appointment of trustee, the statement of affairs, the examination by the official receiver, minutes of the first meeting of administration, any bond files pursuant to Section 12 of the Act, certificates or orders issued by the official receiver and/or the Court, minutes of inspectors' meetings, statements of receipts and disbursements and any correspondence relating to the estate. The individual's name and file number is required to access this information. The files are arranged by the bankruptcy estate control number and are used as a source of information for the Central Registry Information System. These records are kept for varying periods of time up to 21 years after the trustee discharge.

IND = 76,300/ADP = m/DATE = 84-04-01

Retired/Rejected Applications
CCA-P120

This information bank is a decentralized repository for all applications for the referral of consumer bankruptcy applicants to private sector trustees for bankruptcy services that have not been acted upon for one reason or another. These applications are filed alphabetically and contain information pertaining to the applicant's financial status, education and employment. They are retained only at the office to which the application was made as a means of facilitating efficient service to an applicant should a change in his situation warrant the provision of bankruptcy services at a later date. The individual's name is required to access this information. These applications are regarded as being confidential and are destroyed within a two-year period, in accordance with an established document destruction schedule.

IND = 4,000/ADP = m/DATE = 84-04-01

Directorate of Intellectual Property

These files are held at headquarters only.

Patent Office

Inventor and Applicant Index
CCA-P130

This bank contains an exhaustive inventory of inventors who have applied for patents under the patent program. Records in the bank are filed in alphabetical order and contain the name of inventors and applicants, the title of the invention, application serial numbers and the filing date. The derivative use of the bank is to search for prior art and corresponding applications for foreign patents when new applications are received. The individual or applicant name is required to access this information. This bank will continue to be of operational use until such time as the program ceases to exist. These records are retained for 17 years and then transferred to Public Archives.

IND = 2,000,000/ADP = m/DATE = 84-04-01

Inventor, Assignee and Patentee Index Cards
CCA-P140

This bank contains an inventory of names of individuals or companies who have either invented, acquired by assignment or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration numbers. The derivative use of this bank is to verify patent numbers of individuals or companies. Records in this bank are retained in the Department.

IND = 2,000,000/ADP = m/DATE = 84-04-01

Register of Patent Agents
CCA-P150

This bank was established to maintain an alphabetical index record of all persons registered to practice before the Canadian Patent Office. It includes the names of registered patent agents, their addresses and the number under which they are registered to practice before the Patent Office. The bank is primarily used for official purposes, i.e., by the Patent Office, to record those persons officially recognized to practice before the Patent Office. These records are arranged alphabetically and retained in the Department.

IND = 1,700/ADP = m/DATE = 84-04-01

Patent Agent Records
CCA-P160

This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian Patent Office. Contents include application documents, supported by such personal data as education and work experience, other qualifications, patent examination results and other related correspondence. The bank is used to provide an official historical record of all registered patent agents. These records are arranged in numerical order by registration number and are retained in the Department.

IND = 1,700/ADP = m/DATE = 84-04-01

Copyright and Industrial Design Office

Copyright Name Index
CCA-P170

This bank, established under the *Copyright Act*, provides access to the Copyright Register by applicant name. It consists of index cards containing the name and address of the applicant, the title and nature of the work for which registration of copyright is being requested, the date on which the application was filed and the application number. This information bank contains copyright registrations from 1841 to date and is retained in the Department.

IND = 350,000/ADP = m/DATE = 84-04-01

Industrial Design Name Index
CCA-P180

This bank, established for the Industrial Design Program, provides access to the Industrial Design Registration Index. It contains the registrant's name, application number, address, title of design, design registration number and date of registration. The individual's name and address are required to access this information. This information bank contains industrial design registrations, from 1861 to date, arranged alphabetically by name, and is retained in the Department.

IND = 50,000/ADP = m/DATE = 84-04-01

Timber Mark Name Index
CCA-190

This bank, established for the Timber Marking Program, contains the registrant's name, address, file number and a drawing of the mark. The individual's name is required to access this information. This bank will continue to be of operational use until such time as the program ceases to exist. The information in this bank is arranged alphabetically by name and is retained in the Department for 50 years.

IND = 2000/ADP = m/DATE = 84-04-01

Trade Marks Office

Register of Trade Marks Agents
CCA-P200

Since 1954, the Trade Marks Branch has maintained a register of trade marks agents and Tub files to verify registration and provide addresses for correspondence. The bank contains registration numbers, names, addresses, nationalities and dates and is arranged alphabetically. The bank serves as an official historical file on trade mark agents. The agent's registration number or name is required to access this information. These records are retained for two years after the last date of correspondence upon failure to re-register.

IND = 2,000/ADP = m/DATE = 84-04-01

Bureau of Competition Policy

Inquiries Class
CCA-P210

The purpose of this class is to maintain in a secure place all material relating to the conduct of private inquiries under the *Combines Investigation Act*. The records may relate to any category of product or service. Most of the filing is done according to Standard Industrial Classification coding. There is some cross-indexing, but in most cases only the companies associated with a given inquiry can be identified, although the names of individuals who are sole proprietors may also be available. Except in cases of misleading advertising, it would normally not be possible to locate the names of individuals who happen to be mentioned in information assembled during the course of inquiries under the *Combines Investigation Act*. These records are retained for periods of five to ten years.

ADP = m/DATE = 84-04-01

Urea Formaldehyde Foam Insulation (UFFI) — Information Centre

Application Request Files
CCA-P220

This bank was established under the UFFI Assistance Program and is used to send out UFFI assistance applications. The computer files contain the names and addresses of individuals who have requested information bulletins or application forms, and are maintained in surname sequence at headquarters in Hull, Quebec. The individual's name is required to access this information. Records will be retained up to December 31, 1985.

IND = 42,000/ADP = c/DATE = 84-04-01

UFFI Candidate File
CCA-P230

This bank was established under the Contractor Registration Program and is used to supply Canada Mortgage and Housing Corporation and UFFI homeowners with lists of registered contractors. Each record contains the candidate's name, address, contractor identification number (if applicable) and a status showing whether or not the person has passed the registration test. The files are maintained in candidate number sequence as well as surname sequence at headquarters in Hull, Quebec. The individual's name or candidate number is required to access this information. The records will be retained up to December 31, 1985.

IND = 1,000/ADP = h/DATE = 84-04-01

UFFI Homeowner File
CCA-P240

This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information as well as whether or not the home has been tested previously and who tested it. The bank is used to administer the UFFI Assistance program and the files are maintained in identification number sequence at headquarters in Hull, Quebec. Either the individual's name or the identification number is needed to access this information. The records will be retained up to December 31, 1985.

IND = 61,000/ADP = h/DATE = 84-04-01

Metric Commission Canada

Assistance Program — Workers' Metric Tools
CCA-P250

This bank serves as a record of financial assistance provided to individuals who, as a condition of their employment, are required to buy metric hand tools as a result of the metric conversion program. It contains names of claimants, addresses, social insurance numbers, amount claimed and amounts approved, employers' names, addresses, social insurance numbers if applicable, and tax remittance numbers. This bank consists of computer listings and microfilm records arranged numerically, the original records being retained by Financial Services of the Departments of Regional Industrial Expansion and Consumer and Corporate Affairs. The claim number or claimant's name is required to access this information which will be retained for at least three years following the termination of the assistance program on March 31, 1984.

IND = 70,000/ADP = h/DATE = 84-04-01

Committee Membership Records
CCA-P260

This bank serves as a record of current and past members of various steering and sector committees and working groups under the aegis of Metric Commission Canada. It contains names, addresses and business affiliations of the various members. The purpose of this record is for mailing meeting notices and conversion information. The records will be retained at the Commission in Ottawa, Ontario. This bank should cease to be of operational use in 1987.

IND-800/ADP = m/DATE = 84-04-01

Metric Commission Canada — Information Bank
CCA-P270

This bank of files contains names and addresses of persons, organizations and companies requesting bulletins, press releases, reports, etc., compiled by Metric Commission Canada. These files are used to distribute Metric Commission Canada publications. They are arranged by subject and will be retained at the Commission until such time as the conversion period is finished.

IND = 85,000/ADP = m/DATE = 84-04-01

Classes of Personal Information

Unclaimed Dividends/Undistributed Assets — This class contains records relating to Section 125 of the *Bankruptcy Act*, under which the superintendent is the depository for all funds that are distributed to creditors but which, for whatever reason, remain unclaimed by the creditors. As well, under the same section, the superintendent receives all funds from trustees that cannot be distributed to creditors in an economically feasible manner. This particular fund also includes trust funds in the possession of the estate that are not estate and are available to the particular creditors providing appropriate identification.

Bureau of Policy Co-ordination

Ministerial Correspondence — This class of information contains correspondence received from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Consumer and Corporate Affairs activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Office of the Correctional Investigator

Background

The Office of the Correctional Investigator was established by Part II of the *Inquiries Act*. The office investigates complaints from inmates as defined in the *Penitentiary Act* and reports upon problems of inmates that come within the responsibility of the Solicitor General of Canada that meet the following conditions:

(1) The subject matter of the complaint existed within twelve months of the lodging of the complaint.

(2) The individual complaining has taken, in the opinion of the Commissioner, all reasonable steps to exhaust legal or administrative remedies.

(3) The subject matter of the complaint does not involve the preparation of material for consideration by the National Parole Board.

The Commissioner need not investigate if the subject matter of a complaint has previously been investigated, or in the opinion of the Commissioner, a person complaining has no valid interest in the matter.

Access Procedures

Please adress enquiries to:

Access to Information and Privacy
Office of the Correctional Investigator
P.O. Box 2324
Station D
Ottawa, Ontario
K1P 5W5

Personal Information Banks

Complaints
OCI-P10

A file is maintained on each inmate who has complained to the office and contains correspondence and interview reports with the complainant as well as information concerning action taken. All information is collected for the purpose of dealing with and attempting to resolve matters of complaint and reporting problems to the Solicitor General of Canada on an annual basis. Information is kept for a period of two years after completion of an investigation.

IND = 3000/ADP = m/DATE = 84-04-01

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator Staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

Defence Construction (1951) Limited

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part VIII of the *Financial Administration Act* and listed in Schedule C to that Act. The company is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence (DND). The company is also known as Defence Construction Canada. It reports to Parliament through the Minister of National Defence.

Access Procedures

Please address any enquiries about the following information banks to:

Director of Personnel
Defence Construction (1951) Limited
Ottawa, Ontario
K1A 0K3

Personal Information Banks

Construction, Repairs and Maintenance Contract Files
DCL-P10

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank includes requests for contracts from DND, tender form and associated documents, contracts, change orders, progress claims, correspondence, shop drawing approvals, equivalent product certificates, completion and final payment forms. This bank is used as a reference so that all transactions between the contractor and DCL are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract.

ADP = m/DATE = 84-04-01

Consultant Contract Files
DCL-P20

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank include requests for contracts from DND, correspondence on contract negotiations, contracts, change orders, progress claims and other correspondence. This bank, which contains the contract documents, is used as a reference so that all transactions between the consultant and DCL are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract.

ADP = m/DATE = 84-04-01

Solicitation Files
DCL-P30

The purpose of this bank is to retain information submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. Data contained in this bank include brochures giving details on experience, names of principals, staff, projects completed, letters giving similar information and pamphlets on manufactured products or equipment. This bank is used for internal reference purposes. Access will be permitted with adequate proof of identification and/or authority. Records are retained until superseded or obsolete.

ADP = m/DATE = 84-04-01

Ministry of State for Economic and Regional Development

Access Procedures

Requests under the *Privacy Act* should be addressed to

Privacy Co-ordinator
Department of Regional
Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5

Personal Information Banks

The following describes the Personal Information Banks and Classes of Personal Information formerly held by the Ministry of State for Economic and Regional Development.

Some personal information may be duplicated in ministry's headquarters in Ottawa and the Federal Economic Development Coordinators' offices in the regions. Due to their individual orientation some Regional Offices may not have all the personal information banks described in this entry.

Access to Information and Privacy — Access Requests
ERD-P10

This bank contains information on access request forms sent by individuals requesting access to ministry material, the replies to such requests and information related to their processing. It is used for processing access requests in accordance with the *Access to Information Act*, and to report on the number of access requests received annually. Information is retained for two fiscal years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Access to Information and Privacy — Privacy Requests
ERD-P20

This bank contains the access request forms sent by individuals requesting access to information on themselves, the replies to such requests and information relating to their processing. It is used to process access requests in accordance with the *Privacy Act* and to report on the number of access requests received annually. Information is retained for two fiscal years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Campaigns and Canvassing
ERD-P30

This bank contains information on campaigns and contributions made to these, such as United Way and Canada Savings Bonds. It is used to process the contributions to the various campaigns and to report on the amounts and number of contributions. This information is retained for two fiscal years.

ADP = m/DATE = 84-04-01
ID = Subject/LOC = HQ

Accounts Payable — Individuals
ERD-P40

This bank contains information on all monetary transactions between the ministry and individuals requesting settlement of an account. This information is used to account for all monies paid to an individual and to authorize cheques. This information is retained for six fiscal years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Accounts Payable — Travel
ERD-P50

This bank contains information on all monetary transactions between the ministry and individuals requesting settlement of an account. This information is used to account for all monies paid to an individual for travel purposes and to authorize cheques. This information is retained for six fiscal years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Contracts
ERD-P60

This bank contains details of contracts entered into with consultants for certain required services and includes, in some instances individual curricula vitae, appointment and termination dates, amount of fees paid and other allowable expenses and payments. This information is retained for six fiscal years after completion and non-renewal of the contract.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Grants and Contributions
ERD-P70

This bank contains information relating to grants or contribution of money to outside organizations, to carry out a specific project assignment. The bank contains résumés and an assessment of proposed project and its cost. This information is retained for six fiscal years after final payment.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Employment and Staffing
ERD-P80

This bank serves as reference for any application received requesting employment with the ministry. These requests usually consist of a covering letter and a résumé containing such information as name, address, education and experience. Applications are retained for two years.

ADP = m/DATE = 84-04-01
ID = Name, Address/LOC = HQ

Assistance Case Files
ERD-P90

This bank contains information on measures the FEDC office takes to help the public in its dealing with the federal government. The personal information consists of the name of the individual, company, association, and groups making the request for assistance. This information is retained for three years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Regions

Cooperation and Liaison
ERD-P100

This bank contains information regarding cooperation and liaison with federal and provincial government departments, universities and other organizations and individuals within the province.

ADP = m/DATE = 84-04-01
ID = Organization/LOC = Regions

Classes of Personal Information

Consultations

This class contains information such as names, job titles, business addresses and telephone numbers of those representatives of governments and the private sector participating in consultations with the ministry. These consultations pertain to matters of general and specific economic and regional development policies, programs and objectives. This information is retained for 25 years.

Sector Policy

This class contains information such as names, titles, business addresses and telephone numbers of those individuals participating in working groups, committees or task forces established by government departments and agencies within the economic and regional development envelope to implement initiatives to promote the growth and development of specific sectors of the Canadian economy. The majority of the documentation located in these files originates in other federal government institutions. These files are subject-organized by industry sector with sub-files organized where appropriate by the names of working groups, committees or task forces. This information is retained for 25 years.

Economic Development Policies

This class contains information such as names, job titles, business addresses and telephone numbers of those participating in the implementation of development initiatives by government departments and agencies within the economic and regional development envelope, and related to more than one economic sector. The majority of the documentation contained in these files originates in other federal government institutions. This information is retained for 25 years.

While conducting the programs and activities of the ministry, categories of personal information may be accumulated which are not included in the Personal Information Banks described above. Such personal information includes mainly names, titles, addresses and opinions occurring in general correspondence or in the minutes of the meetings and is retained at Headquarters or any of the ten regional offices.

This type of personal information is stored in the ministry's general subject files where records are not normally retrieved by name or other personal identifier. This information is only retrievable by identifying the appropriate subject file. The retention periods for this class of personal information are controlled by the record schedules of the general subject files in which they are stored.

Economic Council of Canada

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963 with broad terms of reference to study and report on a wide range of matters relating to Canada's economic development.

The Act stipulates that the Council is to advise the government on "how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards."

By mid-1966 the Council had developed a staff of about 100, including some 40 research officers drawn from federal and provincial departments and agencies, business firms, labour organizations, universities and international institutions. The Council itself was comprised of 28 members representing all regions of Canada and most socio-economic interest groups, with three acting in a full-time capacity — the Chairman and two Directors. The size of staff has varied over the years, with the introduction and termination of special references to the Council playing a major influence. As well, the in-house capacity of the Council to model, monitor and analyse the workings of the economy has been built up over time. The net result has been to increase the size of staff to about 133 individuals at present. Council membership currently numbers 23, including the three full-time members.

The Council has three principal functions, namely:

— to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;

— to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance;

— to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

Access Procedures

The Privacy Co-ordinator for the Economic Council of Canada may be contacted as follows:

Director
General Administration
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6

Personal Service Contracts

ECC-P10

The purpose of this bank is to document individuals who have signed personal service contracts with the Council. The information may be used to determine terms of payment, contract extension or renewal, and other decisions pertaining to the contract. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance. Files are destroyed six years following completion of the contract.

IND = 548/ADP = h/DATE = 84-04-01

Department of Employment and Immigration

Background

The *Employment and Immigration Reorganization Act*, passed in 1977, created the Canada Employment and Immigration Commission by integrating the former Unemployment Insurance Commission and the former Department of Manpower and Immigration. The legislation also created the Department of Employment and Immigration, which provides services to the Commission and the Minister.

Overall Responsibilities

The specific federal mandate assigned to the Minister of Employment and Immigration under this Act encompasses all matters not by law assigned to other departments, branches or agencies of government, relating to:

(a) development and utilization of labour market resources in Canada;

(b) employment services;

(c) unemployment insurance; and

(d) immigration.

Two major objectives dominate the work of the Department:

(1) To realize the full productive potential of Canada's human resources, while supporting the initiatives of individuals to pursue their economic needs and, more generally, their self-fulfilment through work;

(2) To administer the admission of immigrants and non-immigrants in accordance with the economic, social and cultural interests of Canada.

Organization

The Commission/Department's National Headquarters is made up of eight major groups. Of these, four are directly concerned with services to the public, and collect, generate and use the bulk of personal information on clients:

Employment Services Group:

This group develops and disperses policies, guidelines and procedures for the delivery of employment services directly to clients of the Commission via regional and field offices, including services for particular client groups such as Women, Natives, Youth and other individuals who are considered employment-disadvantaged. These services include job referrals; employment and career counselling; industrial and institutional training programs and mobility assistance. The group also monitors and analyzes all such services offered by the Commission.

Insurance Group:

This group develops and executes legislation, policies, programs and systems with respect to benefit payments and control of payments according to the *Unemployment Insurance Act* administered by the Commission, including regular Unemployment Insurance benefits, benefits paid to claimants referred to approved training, benefits paid to claimants in approved work sharing and job creation projects, and labour adjustment benefits. It also administers the Unemployment Insurance premium reduction program for employers with qualified wage loss replacement plans. The group represents the Commission in submitting or contesting appeals with respect to decisions concerning such benefits.

Labour Market Development Group:

The Labour Market Development Group is responsible for the development of policies, priorities, guidelines and programs designed to maintain or enhance employment opportunities or employment training opportunities in Canada by providing technical and/or financial assistance to private employers, community organizations and government institutions. These programs include: The National Institutional Training Program; the National Industrial Training Program; Skills Growth Fund; Interprovincial Standards Program; Industry and Labour Adjustment Program; Canadian Industrial Renewal Program; Canada Farm Labour Pools; Seasonal Agricultural Workers Programs; Canada Works; Local Employment and Development Program; Career Access; Job Corps; Manpower Consultative Services; the Work Sharing Program; Unemployment Insurance Job Creation; and Confirmation of Offers of Employment to Foreign Workers. The group also assesses the impact of the Immigration program on the labour market.

Immigration Group:

This group is responsible for the development, implementation and assessment of immigration policies and services. Its activities include the recruitment and selection of immigrants and the regulation of the entry of refugees, temporary workers, foreign students and visitors to Canada. (Responsibility for processing applications from prospective immigrants and for issuing various types of visas resides with employees of External Affairs posts abroad when the request is initiated outside Canada.) Other responsibilities include assisting Canadian residents on their return to Canada and assisting with the adaptation of recently arrived immigrants. The work of the group also encompasses the exclusion, control or expulsion of persons whose admission or stay in Canada is prohibited by law.

The activities of the above groups are extensively supported by the four remaining groups:

Public Affairs Group:

This group is responsible for all information activities to promote the Commission's objectives and for all media relations.

Strategic Policy and Planning Group:

This group is responsible for research, evaluation of Commission programs, policy analysis and occupational forecasting and demographic policies. It is currently studying paid educational leave as a system of manpower planning.

Systems and Procedures Group:

This group is responsible for the development and operation of the manual and electronic data processing systems required to execute the Commission's programs.

National Services:

This group is responsible for the administration of the Social Insurance Number and Annuities Programs.

In addition, an *Executive Secretariat* co-ordinates and provides direction and support for a wide range of corporate activities which cross organizational lines, including the administration of Privacy, Human

Rights and Access to Information legislation, federal-provincial and international relations, emergency planning and security.

Regional Organization:

The Department maintains an extensive field organization, comprising some 750 local and district offices across Canada, which is divided into ten regions, corresponding to the provinces (with the Yukon and Northwest Territories included in the British Columbia and Alberta Regions, respectively). Canada Immigration Centres deliver the programs of the Immigration Group, and Canada Employment Centres deliver the programs of the Employment Services, Insurance, and Labour Market Development Groups. Local activities are directed by a regional office in each province.

Access Procedures

A formal request for access to personal information under the *Privacy Act* must be made by completing a Personal Information Request Form and forwarding it, along with any other information specified in the description for the personal information bank to which access is desired, to the address given as the "Point of Access" in the bank description. These forms are available at local and district offices of the Commission. Since the bulk of personal information collected by the Commission is held locally, Points of Access have been decentralized to the extent possible. The full addresses for regional Points of Access identified in bank descriptions are given in the following pages, with the exception of local and district office addresses, which are listed in telephone directories. Access requests should be directed to the address for the regional, district or local office in which the file is held.

Regional Employment Development Branches
EIC-P280

Newfoundland
P.O. Box 8970
St. John's, Newfoundland
A1B 3R9

Nova Scotia
P.O. Box 160
5161 George Street
Halifax, Nova Scotia
B3J 2M4

Prince Edward Island
199 Grafton Street.
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Quebec
105 McGill Street
Montreal, Quebec
H2Y 2E7

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
710 Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
705-2101 Scarth Street
4th Floor
Regina, Saskatchewan
S4P 2H9

Alberta
9925-109 Street
6th Floor
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
Box 11145
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Northwest Territories
P.O. Box 1300
Yellowknife, Northwest Territories
X0E 1H0

Regional Outreach Program Managers
EIC-P60

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Quebec
550 Sherbrooke Street West
Montreal, Quebec
H3A 1B9

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
710 Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
101-22nd Street East
Room 504
Saskatoon, Saskatchewan
S7K 0E2

Alberta
9925-109 Street
5th Floor
Edmonton, Alberta
T5K 2J8

Northwest Territories
5102-50th Avenue
P.O. Box 1950
Yellowknife, Northwest Territories
X0E 1H0

British Columbia/Yukon Territory
9th Floor
Royal Centre
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Regional Executive Directors/Directors General
EIC-P170

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Quebec
1441 St. Urbain Street
9th Floor
Montreal, Quebec
H2X 2M6

Ontario
4900 Yonge Street
Suite 700
Willowdale, North York, Ontario
M2N 6A8

Manitoba
710 Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
2101 Scarth Street
8th Floor
Regina, Saskatchewan
S4P 2H9

Alberta/Northwest Territories
9925-109 Street
6th Floor
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
Box 11145
1055 West Georgia Street
Vancouver, B.C.
V6E 2P8

Regional Directors of Immigration
EIC-P410

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
565 Priestman Street
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Quebec
1441 St. Urbain Street
9th Floor
Montreal, Quebec
H2X 2M6

Ontario
4900 Yonge Street
Suite 700
Willowdale, North York, Ontario
M2N 6A8

Department of Employment and Immigration

Manitoba
710 Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
600-2101 Scarth Street
8th Floor
Regina, Saskatchewan
S4P 2H9

Alberta/Northwest Territories
Batoni-Bowlen Building
9925-109 Street
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
Box 11145
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Division Chiefs, Adjudication Directorate

EIC-P470

Quebec/Atlantic
Division Chief
Quebec/Atlantic
2nd Floor
980 Guy Street
Montreal, Quebec
H3H 2K3

Toronto/Other Ontario
Division Chief
8th Floor
480 University Avenue
Toronto, Ontario
M5G 1V2

Mississauga
Division Chief
Mississauga
Toronto International Centre
Box 71
6900 Airport Road
Mississauga, Ontario
L4V 1E8

Pacific/Western
Division Chief
Pacific/Western
1550 Alberni Street
Vancouver, British Columbia
V6G 1A5

The Department Privacy Co-ordinator may be reached at the following address:

Public Rights Administration (Privacy)

Employment and Immigration Canada
4th Floor, Place du Portage, Phase IV
Hull, Quebec
K1A 0J9
Tel.: (613) 994-0416

Questions about the policies and procedures of Employment and Immigration Canada relating to the *Privacy Act* may be directed to the above address or to the appropriate Regional Privacy Advisor as indicated below:

Newfoundland
Employment and Immigration Canada
c/o Department of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland

Nova Scotia
Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Socita
B3J 3E4

Prince Edward Island
Employment and Immigration Canada
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

Quebec
Employment and Immigration Canada
1441 St. Urbain Street
6th Floor
Montreal, Quebec
H2X 2M6

New Brunswick
Employment and Immigration Canada
1075 Main Street
Moncton, New Brunswick
E1C 1H2

Ontario
Employment and Immigration Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Manitoba
Employment and Immigration Canada
Eaton Place
Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
Employment and Immigration Canada
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories
Employment and Immigration Canada
9925-109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory
Employment and Immigration Canada
1055 West Georgia Street
8th Floor
P.O. Box 11145
Vancouver, British Columbia
V6E 2P8

Personal Information Banks

Employment Services Group

Application for Unemployment Insurance Benefits and Registration for Employment File

EIC-P10

Point of Access:

Manager
Canada Employment Centre where last registered

The purpose of this bank is to assist workers in applying for Unemployment Insurance (UI) benefits, in finding suitable employment, and to assist employers in finding suitable workers. It can also be used in the administration of other employment-related services such as counselling, testing, training and mobility and may also assist in establishing entitlement to UI benefits. It may also be used in the administration of Immigration programs within the EIC. Records in the bank may contain demographic data, the individual's employment preference, education and qualifications, disabilities employment history, UI, Welfare, Veteran and citizenship status and general comments on the client including employment barriers, reason for not being able to work, income tax exemptions, gross earnings in last week worked and other monies received from employer on termination of last employment as well as information relative to farming. The bank is a source of information used by Employment and Immigration Canada for purposes of research, planning, statistics and evaluation. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies, such as Health and Welfare, Revenue Canada/Taxation, Veterans Affairs, Indian Affairs, Worker's Compensation Boards, Social Welfare and Education departments for the coordination of services to clients. Information may also be shared with employers for assistance in selection and placement, and with the RCMP for investigation of offences against the *Unemployment Insurance Act*. These uses have been identified as consistent uses and approved under Section 114 of the UI Act by the Minister of Employment and Immigration. All registered clients in a given Canada Employment Centre area are identified in the bank; records are destroyed two years after last action. The application for unemployment insurance benefits becomes part of the Unemployment Insurance Claim File (EIC-P90) and is destroyed three years after last action. In certain locations, data from this bank may be stored on computer to facilitate access by an employment counsellor. These computer systems are identified as the "Metropolitan Order Processing System" and "Client Inventory System" in CECs where they are found. Most CECs also maintain a client index which is used to locate the application record. Individuals seeking access to this information should provide their name, social insurance number, and CEC where last registered.

IND = 7.9 million/ADP = h/DATE = 84-04-01

Canada Employment Centre Client's Confidential File

EIC-P20

Point of Access:

Manager
Canada Employment Centre where last registered.

The purpose of this bank is to assist in administering employment-related services such as counselling and determination of a client's suitability for job referral or other services. Information on file may contain: counsellor's comments on employment barriers, diagnostic services reports, criminal record summaries, comments on, and results of, aptitude and interest tests, provincial government rehabilitation reports, information from social service agencies, correspondence relating to enquiries from Employment and Immigration National Headquarters, Members of Parliament and Members of provincial Parliaments. Registered clients in a Canada Employment Centre (CEC) area whose employment-related needs are such that confidential information is required are identified. Uses of information from this file may include sharing with co-operating agencies in the human resources or social service fields, with employers, for assistance in selection and placement, and with educational institutions concerning the results of aptitude and interest tests. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. This information is destroyed five years after last action. Individuals seeking access should provide name, social insurance number, date of birth and CEC where last registered.

IND = 40,000/ADP = m/DATE = 84-04-01

Documentation for Canada Manpower Mobility Program Assistance

EIC-P30

Point of Access:

Manager
Canada Employment Centre where individual applied for mobility assistance

The purpose of this bank is to determine the eligibility of clients for assistance under the Canada Manpower Mobility Program, and to document those receiving such assistance. Information in the bank includes the individual's name, address, sex, number of dependants, labour force status, occupation, work history, and may also contain worker qualifications, information supplied by previous employers, offers of employment from employers in other locations and related financial and other information. Information from these files is partly duplicated at Regional offices (for program administration) in computerized form, for statistics, planning, research and evaluation purposes. Information may be shared with Revenue Canada/Taxation for cross-audit purposes. Information from this bank may be used by Employment and Immigration Canada and may be shared, subject to formal agreements, with other federal and provincial government departments for purposes of research, planning, evaluation and statistics. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. Applications from individuals who are not eligible for assistance are destroyed after two years. Files on individuals who have received assistance are destroyed six years after all action is complete. Individuals seeking access should identify the Canada Employment Centre which originated the application for Mobility Assistance, if other than the local CEC.

IND = 70,000/ADP = m/DATE = 84-04-01

Department of Employment and Immigration

Canada Employment Centre Employer Order
EIC-P40

Point of Access:

Manager
Canada Employment Centre

The purpose of this bank is to record employers' requests to the Canada Employment Centre (CEC) for staff, and the action taken on these requests. Information in the bank includes employer name and location, wages offered, duties, experience required, names of persons referred and results of referrals. While the information is stored manually in most CECs, in some offices the information is duplicated in computerized form. Information from the bank is also used for statistical reporting purposes, and may be used in the administration of the *Unemployment Insurance Act*. Information may be shared with some federal, provincial and municipal departments and agencies for statistical, planning and program development purposes. Other uses of this information include sharing with federal, provincial and municipal social agencies such as National Health and Welfare, Veterans Affairs, Indian Affairs, Worker's Compensation Boards, Social Welfare and Education departments. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. Records are destroyed one year after the order is filled or cancelled. Individuals requesting access to this bank must provide the employer name.

ADP = m/DATE = 84-04-01

Canada Employment Centre (CEC) Employer Records
EIC-P50

Point of Access:

Manager
Canada Employment Centre

The purpose of this bank is to document Canada Employment Centre (CEC) services to employers in the CEC area. The bank may be used in conjunction with the Employer Order in decisions regarding the referral of workers to the employer. Information in the bank includes the employer's name, address, telephone number, manpower requirements, past job vacancies, and may identify key personnel, their positions and responsibilities, any comments regarding hiring and selection practices and other observations by counsellors. In some offices, records of actions taken in filling employers' vacancies may also be included. Information is also used in planning the program of services to employers and for statistical purposes. Within this bank is filed a report on all visits made to each particular employer. The Report of Employer Visit records details of transactions occurring during a visit to the employer by a CEC staff member, and information useful in updating the Employer Record or for decisions regarding service to that employer. Files are destroyed one year after the business ceases to operate. Individuals seeking access to this bank must provide the employer's name and address.

ADP = m/DATE = 84-04-01

Outreach Project File
EIC-P60

Point of Access:

Outreach Program Manager
EIC Regional Office. (See introduction to CEIC Banks for addresses of Regional Offices.)

This bank is used for the administration of project funds under the Outreach Program. It also gives access to information on project activity. Information in the bank is composed of correspondence about the project, a record of progress, payments made and the financial situation of the project; it may also contain information on the project sponsor. Information from this bank is used by Employment and Immigration Canada and may be shared with other federal and provincial departments, subject to formal agreement for purposes of administration, evaluation, planning, research and statistics. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. Information on rejected projects is kept for two fiscal years. Information on approved projects is kept for six years from date of project termination. Individuals seeking access to this file must provide the project name and location.

ADP = m/DATE = 84-04-01

Files on Candidates for International Youth Employment Exchange Programs
EIC-P70

Point of Access:

Chief, International Exchange
Program Division
Youth Employment Directorate
Employment and Immigration Canada
Phase IV
5th Floor
Place du Portage
Hull, Quebec
K1A 0J9

The purpose of this bank is to maintain a record of Canadian candidates for programs such as the Canada-Mexico Exchange Program for Young Specialists and Technicians, the Franco-Canadian Trainee Agreement, and the International Youth Employment Exchange Program. The bank is also used in selection of program participants. Information on file may include: personal description, academic background, linguistic capabilites, work experience, and may include career aspirations, travel experience, and other information concerning participation in the program for the consideration of potential foreign employers. Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics. Records are destroyed two years after last action. Individuals seeking access should provide their name and social insurance number, as well as the name of the program for which they had applied.

IND = 6,000/ADP = m/DATE = 84-04-01

Student Registration for Summer Employment
EIC-P80

Point of Access:

During February to August:

Officer in Charge
Canada Employment Centre for Students

During other months:

Manager
Main Canada Employment Centre in local area.

The purpose of this bank is to assist students in finding suitable summer employment and to assist employers in finding suitable summer student workers. It may also be used in other employment-related services, such as counselling, and may assist in establishing entitlement to Unemployment Insurance Benefits. Records in the bank may contain demographic data, employment preference, disabilities, education, qualifications, UI and welfare status, work history, record of referrals and other general comments on client. The bank is a source of information that is used by Employment and Immigration Canada and may be shared with other federal or provincial departments, subject to formal agreement, for research, planning, statistics and evaluation purposes. Other uses of this information include sharing with employers for assistance in selection or placement. The information may also be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. All registered clients of a Canada Employment Centre for Students are identified in the bank; records are destroyed two years after last action. Individuals seeking access to this bank should provide their name, social insurance number and date of birth.

IND = 135,000/ADP = m/DATE = 84-04-01

Electronic Data Processing Systems

The Employment Services Group uses integrated clerical, manual and EDP systems to deliver its programs and services. The following systems support the various Employment Services programs. These systems may support several of the information banks already described; the names and numbers of the corresponding banks are given in all instances.

Employment Systems — Employment Client Services
EDP-1

EIC-P30 Documentation for Canada Manpower Mobility Program Assistance

This system supports the administration of Employment Client Services and may contain information relating to:

- Canadian Manpower Mobility Program
- Canadian Classification and Dictionary of Occupations
- Client/Claimant Index
- National Job Bank

Information is held on magnetic tape/disk.

Information Systems — Advanced Systems
EDP-2

EIC-P40 Canada Employment Centre Employer Order

This system uses data from the above bank to make available client data via computer terminals located in local and regional offices and to run the Metropolitan Order Prcessing System (MOPS). MOPS provides, via computer terminals in selected Canada Employment Centres, data on jobs available, employers, job seekers, referrals to employment and related data. Information is held on magnetic tape/disk.

Insurance Group

Unemployment Insurance Claim File (Local Office)
EIC P90

Point of Access:

Manager
Canada Employment Centre

Information in this bank is used in the administration of the Unemployment Insurance (UI) Program. Records in the bank may contain the following: summary employment data for up to three years (employer identification, period worked, type of work, salary and insured weeks, earnings and union affiliation), age, possible information relative to farming, self-employment, educational instruction currently being received, incarceration, medical certificates, appeals to Boards of Referees, disentitlement notices, disqualification notices and correspondence regarding overpayments, entitlement and other related matters. The bank may also record the amount and duration of UI benefits payable, any interviews or investigations conducted by EIC staff relative to protecting the UI fund from abuse, and any penalties or criminal prosecutions undertaken for fraud in connection with offences related to the Act. Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC-P160) kept at Regional Pay Centres and National Headquarters. Information from this bank is used within Employment and Immigration Canada for the administration of all EIC programs (Insurance, Immigration, and Labour Market Policy) and for statistical and planning purposes at the regional and national levels. Information can also be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*. Information may be shared, subject to formal agreement, with federal, provincial and municipal social agencies such as the departments of Welfare and Education for the administration of their own programs, with Revenue Canada (Taxation), and where applicable, with Revenue Quebec (for taxation purposes) and with Provincial Workers' Compensation Board(s). Information may also be shared with employers for the purpose of assisting them in the carrying out of their responsibilities under the *Unemployment Insurance Act*. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. In certain locations, the Registration for Employment/Application for Unemployment Insurance Benefit form may be used which, in addition to the above, may contain such information as demographic data, employment preference, disabilities, education and qualifications, employment history and veteran status. All requests for access must include social insurance number and name. Records are destroyed three years after the last action.

IND = 4,000,000/ADP = h/DATE = 84-04-01

Unemployment Insurance Claimant's Bi-Weekly Report Card
EIC-P100

Point of Access:

Manager
Canada Employment Centre

This bank is used to record a claimant's eligibility for benefits during the two-week period to which the bank refers. The bank may also be used for control purposes. It includes the individual's name, social insurance number, dates covered and the individual's signed declaration of the dates he or she was available for work, and the earnings, in this two-week period. Information from the bank is partly duplicated on the Benefit and Overpayment Master File (EIC-P160). Information from this bank may be used by Employment and Immigration

Canada for purposes of research, planning, evaluation and statistics. The information is microfilmed and kept for four years. Individuals seeking access to this file must supply their social insurance number and specify the two-week period covered by the report card they wish to access.

ADP = m/DATE = 84-04-01

Overpayment History Report
EIC-P110

Point of Access:

Manager
Canada Employment Centre

This bank is used to record and monitor the collection of outstanding Unemployment Insurance overpayments in the local office area. The bank contains names of individuals to whom overpayments have been made, and may also include amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collecting officers. Information is duplicated in part on the Unemployment Insurance Claim File (EIC-P90), on the computerized Benefit and Overpayment Master File (EIC-P160), and on the computerized Overpayment History Master File (EIC-P120). Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics. Information is retained for three years after the overpayment is repaid, recouped or written off. Individuals seeking access to this bank must supply their social insurance number, name, and address.

IND = 7,000,000/ADP = m/DATE = 84-04-01

Overpayment History Master File
EIC-P120

Point of Access:

Manager
Canada Employment Centre

This bank is a computerized record of overpayment information based on documents used to extablish and record overpayment activity. The data is used by Employment and Immigration Canada in the administration of the *Unemployment Insurance Act* in investigation and control activities, as well as for statistical and planning purposes. Individuals seeking access to this bank must supply their social insurance number and name.

IND = 1,000,000/ADP = c/DATE = 84-04-01

Interview Control Program
EIC-P130

Point of Access:

Director
Investigation and Control
Ontario Regional Office
P.O. Box 4500
Belleville, Ontario
K8N 5C1

This bank provides information to measure effectiveness of Unemployment Insurance control programs and to help management to measure efficiency of operations. Records in the bank contain the identification profiles of a sample of claimants and general information to assess effectiveness of UI programs. Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics. Only Ontario Region claimants are identified in this bank. Individuals seeking access to this bank must supply their social insurance number, name and address.

IND = 150,000/ADP = c/DATE = 84-04-01

Interstate Unemployment Insurance Claims
EIC-P140

Point of Access:

Interstate Co-ordinator for Canada
c/o Chief, Coverage and Premium Policy Division
Phase IV
Place du Portage
Hull, Quebec
K1A 0J9

The purpose of this bank is to facilitate payment of Unemployment Insurance benefits to persons in the United States of America, Puerto Rico and those in Canada residing outside the state in which their entitlement to unemployment benefits was earned. The files contain statistics relative to Liable and Agent State claims. The claimants identified in the bank are divided into two groups (a) Agent State claimants who are Canadians or non-Canadian residents in each of the UI Regions in Canada; and (b) Liable State claimants who are Canadians with working visas, U.S. citizenship, landed immigrants resident in USA or Puerto Rico and the Virgin Islands. The information is used to create, maintain and control claim files when Canada is the Agent State and to provide administrative assistance to Liable States concerned, as well as to create, maintain, control, adjudicate and provide payment of benefit when Canada is the Liable State. Information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics. The information is kept for five years after the last action. Individuals seeking access to this bank must supply their social insurance number or their social security number (whichever is appropriate) and their name and address.

IND = 1,200/ADP = h/DATE = 84-04-01

Supplemental Unemployment Benefits (SUB)
EIC-P150

Point of Access:

Chief
Coverage and Premium Policy Division Employment and Immigration
Phase IV
Place du Portage
Hull, Quebec
K1A 0J9

The purpose of this bank is to maintain a record of employers who had their Supplemental Unemployment Benefit (SUB) plans approved by the Commission in accordance with subsection 57(3)(d) of the Unemployment Insurance Regulations. Information in this bank includes the employer's name and address, the employee group covered by the SUB plan, the SUB category and the dates the plan begins and expires. A copy of the record of employers containing the names and addresses of all employers with SUB plans for their employees is provided to Statistics Canada and may be provided as well to other appropriate authorities. Information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. The plan is retained until superceded. To access the bank the name and address of the employer is required.

ADP = m/DATE = 84-04-01

Benefit and Overpayment Master File
EIC-P160

Point of Access:

Manager
Canada Employment Centre

This bank is a computerized record of benefit information based on documents used to establish first and continuing entitlements which are themselves retained in the Unemployment Insurance Claim File (EIC-P90) or at Regional Office. (Under exceptional circumstances the information in the bank may be held manually.) This bank is used to determine the status of a claim, whether Unemployment Insurance benefits are payable or not, the amount payable and a record of each payment or adjustment made during the life of the claim. The data are used by Employment and Immigration Canada in the administration of the *Unemployment Insurance Act* in investigation and control activities, as well as for evaluation, statistical and planning purposes. Some selected information is duplicated in an income tax system for issuance of T4U's and related statements and is provided to Revenue Canada/Taxation (and where applicable) Revenue Quebec for taxation purposes. Other information is microfilmed to assist District Offices in answering enquiries. Information may be shared with Statistics Canada for statistical and planning purposes. Information is also shared with the Ontario Ministry of Housing for purposes of establishing eligibility for subsidized housing. Other uses may include the sharing of information with provincial, federal and municipal social agencies such as Welfare and Education Departments for the administration of their programs and the co-ordination of payment of financial benefits. Information may also be shared with employers for the purpose of assisting them in fulfilling their responsibilities under the *Unemployment Insurance Act*. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. Information in this bank is kept for seven years. Individuals seeking access to this bank must supply their name and social insurance number.

IND = 4,000,000/ADP = h/DATE = 84-04-01

Contract Agents List
EIC-P170

Point of Access:

Director General
Insurance Services
Employment and Immigration Canada
Place du Portage
Phase IV
Hull, Quebec
K1A 0J9

or

(See the list of Regional Directors-General/Regional Executive Directors in the Introduction to CEIC banks for addresses of Regional Offices.)

This bank is used to identify and monitor the activities of claims-taking agents under contract to Employment and Immigration Canada. The bank may include information on the agent such as name, address, qualifications and work experience, and information pertaining to the individual's activity as an agent. The information is kept for three years after the individual ceases to be a contract agent. Individuals seeking access to this bank should provide name, address and social insurance number.

IND = 112/ADP = m/DATE = 84-04-01

Independent Medical Advisors List
EIC-P180

Point of Access:

Director General
Insurance Services
Employment and Immigration Canada
Phase IV
Place du Portage
Hull, Quebec
K1A 0J9

The purpose of this bank is to provide a list of medical practitioners to perform fee-basis professional services to Employment and Immigration Canada at local levels. The information may be used in decisions affecting terms of nomination, or extensions/renewals of nominations. The bank may contain information on names, addresses, professional expertise and fee structure of participating medical practioners. The information is retained for two years after the nomination ceases.

ADP = m/DATE = 84-04-01

List of Chairpersons and Members of Boards of Referees
EIC-P190

Point of Access:

Director
Appeals
Insurance Policy Branch
Employment and Immigration Canada
140 Promenade du Portage
Hull, Quebec
K1A 0J9

The purpose of this bank is to provide a list of chairpersons and members of Boards of Referees which may be used in determining the terms of their appointment to the boards and in other decisions pertaining to these appointments. The bank may contain names, addresses, experience and work history (curriculum vitae), attendance records and availability status. The life span of the bank is continuous throughout the duration of the appointment and material on individuals is retained for two years after the appointment terminates. Information is organized according to the geographical location of the board centre.

IND = 1,000/ADP = m/DATE = 84-04-01

The Record of Offences and Improper Payments System
EIC-P200

Point of Access:

Supervisor
Investigation and Control
Canada Employment Centre

The purpose of this bank, which begins operation January 1, 1985, is to provide information on offenders against the *Unemployment Insurance Act* and to provide Investigation and Control management with general information on offences and other improper payments to assist in the management of Control activities. Information in the data bank will include the individual's name and social insurance number, the start date of the claim, the Canada Employment Centre (CEC) office number, amount of overpayment, detection code, type and amount of sanction, occupation code of claimant, employer's Revenue Canada Taxation (RCT) Number and industrial code. Information held on employers would also include the RCT Number and industrial code, as well as the number of offences and type and amount of sanction. Information on individual offenders and employers appears on microfiche and is used by the Investigation and Con[illegible] in making recommendations for penalty of prosecution a[illegible] In some cases, information may be used by the Courts in deter[illegible] sentence. Individuals are identified in the system by name and social insurance number; employers, by name of firm and RCT Number. Records in the bank are retained for five years.

IND = 58,000 annually (approx.)/ADP = c/DATE = 84-04-01

Voluntary Disclosure Log
EIC-P210

Point of Access:

Supervisor
Investigation and Control
Canada Employment Centre

The purpose of this bank is to maintain a central repository of persons who voluntarily reveal to the Commission that they have knowingly made false statements to obtain Unemployment Insurance benefits. Information on individuals includes name, social insurance number, date of disclosure, regional and local offices where disclosure occurred, date of claim involved, number of offences covered by disclosure, and amount of overpayment.

Information in the bank is used solely by Investigation and Control Units to ensure that a person benefits from a voluntary disclosure only once. Persons in the bank are identified by social insurance number. Information is retained for five years.

IND = 442/ADP = m/DATE = 84-04-01

Report On Hirings
EIC-P220

Point of Access:

Supervisor
Investigation and Control
Canada Employment Centre

This bank is used in the administration of the *Unemployment Insurance Act*. Computer records are created from hiring records received from participating employers. Each record includes the employer's name, address and Revenue Canada Taxation Number, the employee's social insurance number, first day worked and badge or payroll number if applicable. Information in this bank is used to control unreported work and earnings among claimants. The data received from employers are computer-matched against Benefit Records to discover possible overpayments against the account. The file is in the form of a magnetic tape and observations are only printed out if the employee is in receipt of benefits and appears to have been overpaid. Otherwise, no record of this data is kept. Hiring data on persons who are claimants are retained for two years. Hiring data on persons who are not recipients are erased as soon as the match is completed. Access to the printout must be made at the local office where the person's claim is filed by giving their name, address, social insurance number, or employee badge or payroll number if applicable.

IND = 1,600,000/ADP = c/DATE = 84-04-01

Automated Earnings Reporting System
EIC-P230

Point of Access:

Supervisor
Investigation and Control
Canada Employment Centre

This bank is used in the administration of the *Unemployment Insurance Act*. It is created from magnetic tape files received by the EIC from employers. Each record may contain the employer's name, address and Revenue Canada Taxation (RCT) number, employee's name, social insurance number, week worked and salary received. The information is used at the National Headquarters Computer Centre to produce periodical reports on potential abuse of the UI Fund. The system currently has 40 employers who have their own computerized payrolls. Employers supply a computer tape extract of their payrolls. The information is restricted to only showing the employer's name, address and RCT number, and the employees' name and Social Insurance Number, and salary received each week. The extract is matched to the UI records and if there appears to be an overpayment, an observation is printed out and retained for one year. Otherwise, no record is kept and the extract is returned to the employer. Requests for access to the printouts must be made to the local office where the person has a UI claim by giving their Social Insurance Number, name and address.

IND = 6,600/ADP = c/DATE = 84-04-01

Labour Adjustment Benefits Claim File Local Office
EIC-P231

Point of Access:

Manager
Canada Employment Centre

Information in the bank is used for the administration of the Labour Adjustment Benefits Program. Records in the bank may contain the following: summary employment data for up to possibly thirty-five years (employer identification, confirmation of employment period worked, hours worked in each year) proof of age, non-qualification, correspondence regarding overpayments, entitlement information on the certification and other related matters. The bank may also record the weekly payment deductions, date the person will have attained sixty-five years, any information concerning interviews held with EIC staff, (investigations by investigation and control officers, interviews by agents and employment counsellors). Information from this bank may be used within Employment and Immigration Canada for statistical and planning purposes at the regional and national levels. Information may also be shared with Labour Canada, the Labour Adjustment Review Board, and with the RCMP in cases of Labour Adjustment Benefits fraud investigations. All requests for access must include social insurance number and name. Records are kept for three years after termination of benefits.

IND = 5,000/ADP = m/DATE = 84-04-01

Electronic Data Processing Systems

The Insurance group uses integrated clerical, manual and EDP systems to deliver its programs and services.

The following systems support the various Insurance Programs. These systems may support several of the information banks already described; the names and numbers of the corresponding banks are provided.

Benefit Systems — Benefit Pay

EDP-1

Reference:
EIC-P90 Unemployment Insurance Claim File (Local Office)
EIC-P100 Unemployment Insurance Claimant's Bi-weekly Report Card
EIC-P110 Overpayment History Report
EIC-P120 Overpayment History Master File
EIC-P140 Interstate Unemployement Insurance Claims
EIC-P160 Benefit and Overpayment Master File

These systems support the administration of the UI benefit program and may be used to produce UI payments, update status of claims, maintain a history of overpayments, produce monthly and quarterly statistical reports on operations, overpayments and UI accounting, produce T4U/TP4Us showing benefits paid and income tax deducted for each claimant and support associated enquiry functions in local and regional offices. Information is held on magnetic tape/disk.

Information Systems — Advanced Systems

EDP-2

EIC-P10 Application for Unemployment Insurance Benefits and Registration for Employment File
EIC-P40 Canada Employment Centre Employer Order
EIC-P90 Unemployment Insurance Claim File (Local Office)
EIC-P100 Unemployment Insurance Claimant's Bi-weekly Report Card
EIC-P110 Overpayment History Report
EIC-P160 Benefit and Overpayment Master File

These systems use data from the above banks to make available claimant, UI benefit and overpayment data via computer terminals located in local and regional offices.

Benefit Systems — Control

EDP-3

EIC-P220 Report on Hirings
EIC-P230 Automated Earnings Reporting System

These systems support the Insurance Group Control activities and may be used for:

- detection of unreported work and earnings by UI beneficiaires;
- tracking UI debtors from EIC records;
- a comparison of social insurance numbers issued/used to identify misuse; and
- micrographic listings for the general control of Insurance programs.

Information is held on magnetic tape/disc.

Labour Market Development Group

Trainee Documentation for the National Institutional Training Program

EIC-P240

Point of Access:

Manager
Canada Employment Centre

The purpose of the bank is to document trainees for institutional training and related income support allowances, and to monitor their participation in the training program. Information in the bank may include the individual's name, address, social insurance number, telephone number, demographic data, number of dependants, education, pretraining labour force status and occupation, situation following the course, training course information and related financial transactions. Records may contain course test results and termination or discontinuation notices. Registered clients in a Canada Employment Centre (CEC) area who undergo institutional training are identified in this bank. Some provincial educational institutions receive this information for purposes of administering training programs. This information is partially duplicated in computerized form for use in monitoring and control, and for statistical and evaluation purposes. It also is shared with the Department of Supply and Services for issuance of cheques for training allowances, and may be shared with federal, provincial and municipal departments and social agencies such as welfare and educational departments and the Department of Veterans Affairs for co-ordination of services to clients; with the RCMP for investigation of offences against the *Unemployment Insurance Act;* and with National Revenue (Taxation) for cross-audit purposes and for income tax purposes where authorized by law. Information is also shared with other federal and provincial departments such as Agriculture Canada for statistical purposes. Records at the CEC are discarded two years after training. Individuals requesting access should state the CEC where last registered and the appropriate training institution.

IND = 210,000 annually/ADP = h/DATE = 84-04-01

Trainee Documentation for the National Industrial Training Program

EIC-P250

Point of Access:

Manager
Canada Employment Centre

This bank is used to document and monitor trainees on National Industrial Training Program contracts. Information on individuals in the bank may include: name, address, social insurance number and telephone number, demographic data, occupational and educational information, and labour force status as well as information from the three-month follow-up report. Records may contain notices of discontinuation or termination, as well as documentation of worker clients in a Canada Employment Centre (CEC) area who are undergoing training. In some regions, this bank may include information from Industrial Training Expenses Claim Forms, Monitoring Reports and Recommendation Forms. This information is held in duplicate at EIC Regional Offices and is partially duplicated in computerized form for use in monitoring and control and for statistical and evaluation purposes. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, and with National Revenue (Taxation) for cross-audit purposes. It is also shared with other federal and provincial departments for statistical and planning purposes. Records are discarded two years after final action is taken on a contract.

Individuals wishing access to this bank must provide the name of the training firm and, if possible, the appropriate Industrial Training number.

IND = 1.2 milliom/ADP = c/DATE = 84-04-01

Industrial Training Expenses Claim Form

EIC-P260

Point of Access:

Manager
Canada Employment Centre

This bank is used by employers to claim reimbursement for instructional and wage costs incurred in a National Industrial Training Program course. Records contain employers' names and addresses, course information, individual trainee names and social insurance numbers, wages paid, instructors' names and wages paid and other expenses. Records in the bank relate only to trainees who have received or are receiving training. This information is duplicated in computerized form for program record keeping. (In some regions, this information may be found in the Trainee Documentation for the Industrial Training Program bank.) The information may be shared with the RCMP for investigation of offences against the *Unemployment Act*, and with National Revenue (Taxation) for cross-audit purposes. Information is retained for five years. Individuals seeking access to this bank must supply the name of the training employer and, if possible, the appropriate contract number.

ADP = m/DATE = 84-04-01

National Training Program Master Trainee Inventory

EIC-P270

Point of Access:

Head
Systems Development
Program Information and Analysis
Training Branch
Employment and Immigration Canada
Phase IV, 4th Floor
Place du Portage
Hull, Quebec
K1A 0J9

This bank serves as a reference file to permit rapid identification of all Training Program Courses ever taken by an individual trainee. Information for each individual includes social insurance number, course code, start and finish dates, termination type, duration, Canada Employment Centre training, sex, age, marital status, education and allowance rate. All persons who have ever received Training Program courses are identified in this bank. This bank is used as a reference to determine the elegibility of a trainee for further Training Program courses. Information is also partially duplicated in computer-readable form. Information from this bank may also be used by Employment and Immigration Canada and may be shared, subject to formal agreement, with other federal and provincial government departments for purposes of research, planning, evaluation and statistics. Individuals wishing access must supply their social insurance number.

IND = 210,000 annually/ADP = c/DATE = 84-04-01

Employment Development Projects/Canada Works and Young Canada Works

EIC-P280

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional Office. (See introduction to EIC banks for addresses.)

This bank was used for the administration of Employment Development Project funding for the former Canada Works and Young Canada Works Programs. Records in this bank contain information regarding project sponsor and alternate (both individuals and those representing an organization), and details of project proposals and progress. Individuals identified in this bank include applicants from federal constituencies for which the Employment Development Branch office has responsibility. The bank is used to determine whether projects are eligible for funds and whether they have been approved. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and Welfare and Educational departments) for co-ordination of services to clients; with RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, Ministerial Advisory Boards, or provincial governments. Information on projects which received funding is kept for six fiscal years after the project terminates. Information on projects which did not receive funding is kept for two fiscal years. Portions of this information are stored on computer at National Headquarters. Individuals seeking access to this file must provide the project name, number and location and if possible, the name of the sponsor or sponsoring organization.

ADP = h/DATE = 84-04-01

Other Employment Development Projects: Local Employment Assistance, Local Economic Development Assistance, Canada Community Services Projects

EIC-P290

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional Office. (See Introduction to EIC Banks for addresses of Regional offices.)

This bank is used for the administration of funding for the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA) and the Canada Community Services Projects (CCSP). The Local Employment Assistance Program creates employment opportunities for those who, despite normal opportunities in the labour market, remain unemployed. The Local Economic Development Assistance Program was introduced in 1980 to assist in the development of continuing private sector jobs in rural and semi-rural areas with populations of less than 50,000 and with potential for increased business activity. Canada Community Services Projects were introduced in the fall of 1980 to create long-term jobs for unemployed persons through non-profit organizations, with a potential funding capacity of up to three years. Records in this bank contain application data on project sponsors and those representing sponsoring organizations and details of all project proposals. It contains correspondence relating to the programs, the various projects and individuals involved. It also contains curriculum vitae of Directors and Board Members of LEDA corporations. Information on project participants is supplied voluntarily by employees and may be used by Employment and Immigration Canada for administrative, statistical and program evaluation purposes. Participant Record Forms, if used, contain personal data on individual participants such as name, address, social insurance number, income, employment status, salary, etc. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and Welfare and Educational departments) for co-ordination of services to clients; with other provincial departments, for comments on project proposals; with RCMP in cases of fraud investigation and with Revenue Canada/Taxation for cross-audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years. Portions of the above information may be stored on computer. Individuals seeking access to personal information on this file must supply the project name, number and location and if possible, the name of the sponsor or sponsoring organization.

ADP = h/DATE = 84-04-01

Canada Community Development Projects

EIC-P300

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional or District Office. (See Introduction to EIC Banks for addresses of Regional Offices.)

This bank is used for the administration of funding for Canada Community Development Projects, including the Special Response Feature and Community Employment Program components. Records in this bank contain application data on project sponsor and alternate (both individuals and those representing an organization) and details of all project proposals. Individuals identified in this bank include applicants from federal constituencies or communities for which the Employment Development Branch office has responsibility. Records also include project assessments; comments from Members of Parliament as well as from federal and provincial departments/agencies and municipal authorities; and the list of priorities, as well as the list of approvals, for all proposals submitted in the constituencies. Projects approved for funding also have individual files indentified by the project name, number, location and sponsor. All the documentation pertaining to the operation of the projects such as the agreement, reports, and payments are stored in this file. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Other uses may include sharing selected information from this bank for consultation purposes on federal and provincial priority areas with federal and provincial departments (such as Indian Affairs, Oceans and Fisheries, Environment) for rate assessment; with Provincial Workers' Compensation Board(s); with RCMP in cases of fraud investigation, and with Revenue Canada/Taxation for cross-audit pruposes. Information on project participants may also be used for administrative, statistical, and program evaluation purposes by the Department, Ministerial Advisory Boards, or provincial governments. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years. Individuals seeking access to this file must provide the project name, number and location and if possible the name of the sponsor or sponsoring organization.

IND = N/A/ADP = h/DATE = 84-04-01

New Technology Employment Program

EIC-P310

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional Office. (See Introduction to EIC Banks for addresses of Regional Offices.)

This bank is used in the administration of Employment Development funding for the New Technology Employment Program. Records in this bank contain information regarding applicant employers and employer organizations and details of activity proposals and progress on subsidized activities and participant surveys. Individuals identified in this bank include contact persons for applicant employers, or the employer if the applicant is not incorporated and the employees subsidized under the program. This bank is used to determine whether proposals/activities are eligible for funds and whether they have been approved. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, or by provincial governments. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; RCMP in cases of fraud investigation; and with Revenue Canada/Taxation for cross-audit purposes. Information collected through participant surveys is stored on computer at National Headquarters and is made available to regional offices for administrative and statistical purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years. Individuals seeking access to this file must provide the proposal number and location and if possible the name of the employer.

ADP = h/DATE = 84-04-01

Confirmation of Offers of Employment to Foreign Workers

EIC-P320

Point of Access:

Manager
Canada Employment Centre

The purpose of the bank is to maintain a record of offers of employment made by Canadian employers to non-Canadians living outside Canada, as part of the administration of the foreign worker recruitment program. The bank contains information on the employer such as name and address, job and salary offered, location of employment and other documentation pertaining to the employment offer. Demographic data such as name, address, date of birth, and sex of the foreign worker is also included in the bank. The information is destroyed two years after last action. Access to this bank may be gained by providing the name and address of the employer.

ADP = m/DATE = 84-04-01

Work Sharing Program

EIC-P330

Point of Access:

Senior Director
Labour Market Planning and Adjustment
Labour Market Development Group
Employment and Immigration Canada
Place du Portage
140 Promenade du Portage

Phase IV
4th Floor
Hull, Quebec
K1A 0J9

This bank maintains hard copy files of all participants in the Work Sharing program authorized under the *Unemployment Insurance Act*. The bank is used for information, control and evaluation purposes. Contents include names of beneficiaries, social insurance numbers, salary levels, position titles and names of employers. All Work Sharing participants in Canada are identified in this bank. The life span of the information contained in the Work Sharing File is six fiscal years after the completion of the individual Work Sharing agreement. To gain access, adequate identification including the social insurance number must be provided.

ADP = h/DATE = 84-04-01

Portable Wage Subsidy Program

EIC-P340

Point of Access:

Director
Employment Incentives Branch
Labour Market Development Group
Employment and Immigration Canada
Place du Portage
140 Promenade du Portage
Phase IV
4th Floor
Hull, Quebec
K1A 0J9

The purpose of this bank is to document participants (both employers and workers) in the Portable Wage Subsidy Program and to maintain an up-to-date record for planning, research and analysis purposes. It may also be used to control payments made to employees who have agreements under the program with the Commission. Information on employers includes their name, address, telephone number, Standard Industrial Code and total financial contribution committed or paid by EIC. Information on subsidized workers includes name, address, social insurance number, occupation code, sex, age, and status (Native, handicapped, disadvantaged). Information in the bank is retained for five years after the last action. Individuals seeking access to this bank should provide their name, address, social insurance number and Portable Wage Subsidy Agreement Number.

IND = 1,800/ADP = h/DATE = 84-04-01

Program for the Employment-Disadvantaged

EIC-P350

Point of Access:

Director
Employment Incentives Branch
Labour Market Development Group
Employment and Immigration Canada
Place du Portage
140 Promenade du Portage
Phase IV
4th Floor
Hull, Quebec
K1A 0J9

The purpose of this bank is to document participants (both employers and workers) in the Program for the Employment Disadvantaged and to maintain an up-to-date record for program planning, analysis and research. It may also be used to control payments made to employees who have agreements under the program with EIC. Information on employers includes name, address, telephone number, Standard Industrial Code and total wage contributions committed or paid by EIC. Information on workers includes, name, address, social insurance number, sex, age, participant and occupational code, native status, identification of employment disadvantages, number of weeks to be employed and gross wages to be paid under agreement with EIC. Information in the bank is retained for five years after the last action. Individuals seeking access to this bank should provide their name, address, social insurance number, and Program Agreement Number.

IND = 15,000/ADP = h/DATE = 84-04-01

Directors, Canada Farm Labour Pool

EIC-P351

Point of Access:

Agriculture Employment Consultant
EIC Regional Office

The purpose of this bank is to maintain contract and related information about those persons who are serving as Canada Farm Labour Pool managers under an agreement with the Minister of Employment and Immigration. In the province of Quebec, this agreement is between the Minister and La Corporation du Service de la main-d'oeuvre agricole (SMAC) de l'Union des producteurs agricoles du Québec (UPA). The CFLP system is designed to better organize the supply of agricultural labour to stabilize the agricultural labour market and to encourage improvements in wages and working conditions in agriculture. The bank may contain name and address information, as well as experience, work history (curriculum vitae), a copy of the agreement with EIC, reports of on-site visits by EIC regional staff and related correspondence. The life span of the bank is continuous for the duration of the agreement and material is retained for two years following termination of the agreement. Information is held primarily in Regional Offices. Requests for access must be made to the appropriate Regional Office, giving name and the location of the CFLP.

IND = 65/ADP = m/DATE = 84-04-01

Carribbean-Mexican Seasonal Agriculture Workers

EIC-P352

Point of Access:

Manager
Canada Employment Centre

The purpose of this bank is to record information on persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors during peak periods when Canadians are not available to fill these jobs. The bank also contains the requests made by employers for seasonal workers. The employer's application contains name and address information as well as the number of workers required, the date required, the length of time they will be required, the type of work to be done, wages, hours of work and living conditions offered. Information on the worker may include name, address, social insurance number, previous experience, sex, height and work history, as well as a copy of the signed employer-employee agreement and the worker orientation agreement. More detailed information about the employee may be contained in Personal Information Bank EIC-P500 and the Landed Immigrant Data System. Employer information is provided to the provincial Ministry of Health for certification of the premises and the employer's order is given to foreign government representatives in Canada who assist in filling the order. Employee information may be shared with the Immigration Enforcement Branch and statistical information is provided to Statistics Canada and Agriculture Canada. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment and Immigration. Information is kept in the local Canada Employment Centre for two years after last action. Persons seeking access should provide their name, approximate dates of employment and the name and location of the employer.

IND + 20,000/ADP = h/DATE = 84-04-01

Local Employment Assistance and Development Program
EIC-P353

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional Office

This bank is used for the administration of corporations and projects funded under the Local Employment Assistance and Development program. The Local Employment Assistance and Development program (LEAD) was introduced in the Fall of 1983. It subsumed the retention projects funded under LEAP and the corporations funded under LEDA. The LEAD program provides support to a community-based process of employment creation in and through projects and/or LEAD corporations designed to lead to permanent employment growth and carried out in harmony with regional development strategies. Records in this bank contain submission data on project sponsors and those representing sponsoring organizations and details of all project proposals. It contains correspondence relating to the programs, the various projects and individuals involved. It also contains curriculum vitae of Directors and Board Members of LEAD corporations. Information on project participants is supplied voluntarily by employees and may be used by Employment and Immigration Canada for administrative, statistical and program evaluation purposes. Participant Record Forms, if used, contain personal data on individual participants such as name, address, social insurance number, income, employment status, salary, etc. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Board and Welfare and Education departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with the RCMP in cases of fraud investigation and with Revenue Canada (Taxation) for cross-audit purposes. Approved project files are kept for six fiscal years. Rejected project files are kept for two years. Portions of the above information are stored on computer. Individuals seeking access to personal information on this file must supply the project name, number and location and if possible, the name of the sponsor or sponsoring organization.

IND = 27,743/ADP = h/DATE = 84-04-01

Canada Works Program
EIC-P354

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional Office

This bank is used for the administration of Employment Development Project funding for the Canada Works Program, including Section 38 of the *Unemployment Insurance Act*, Canada Works Contribution projects and the NEED program. Records in the bank contain information with respect to Sponsor/Employers and alternates (individuals representing an organization/group), along with details of project proposals, and progress of the project. Individuals identified in the bank include applicants within federal constituencies (in the case of the Contribution Program) for which a specific EDB regional office has responsibility. This bank maintains records of organizations which have applied for funds, which proposals are eligible for funding and whether these proposals have been approved and for what contribution. Records are maintained for those contributions made under Section 38 of the *Unemployment Insurance Act* providing maintenance funding for income in collaboration with Unemployment Insurance, and also contain selected liaison information, with and for other federal departments and agencies along with municipal, provincial social agencies such as Health and Welfare, Workers' Compensation Board(s), Veterans Affairs, Indian Affairs, etc. The information is used and shared for the purpose of co-ordination of services to clients, shared with the RCMP in case of fraud investigation, and with Revenue Canada (Taxation) for cross-audit purposes and with the Investigation and Control branch of the Insurance Group, EIC. Information may also be available on correspondence relating to programs. Information on project participants may also be used for administrative, statistical and program evaluation purposes by EIC officials. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years. Portions of this information are maintained and stored on computer tapes and disks by National Headquarters computer systems. In addition manual records are maintained by specific program administrators. Individuals seeking access to this information bank must provide the project name, file number and location, also constituency involved, and where possible, the name of the sponsor and/or sponsoring organization. In the cases relating to Section 38 of the *Unemployment Insurance Act* the request should include the name and address of the employer.

IND = 252,183/ADP = h/DATE = 84-04-01

Career Access Program
EIC-P355

Point of Access:

Career-Access Regional Co-ordinator
EIC Regional Office

This bank is used for the administration of Employment Development funding for the Career-Access Program. Career-Access was introduced in September 1983 and incorporates the Canada Community Services Projects, New Technology Employment Program, Portable Wage Subsidy, Program for the Employment Disadvantaged and Summer Canada Internships. The program is designed to provide employment opportunities for those who face serious difficulties in finding on-going employment. It operates through a system of wage subsidies to employers. In 1984, the Voluntary Initiatives Program (VIP) was introduced as a component under Career-Access. This initiative provides UI recipients with productive work through the provision of services within voluntary, charitable organizations. Under the authority of Section 38 of the *Unemployment Insurance Act*, participants receive an enhanced UI benefit. Records in this bank contain information regarding employers (sponsors/contractors with respect to VIP) and subsidized workers (UI recipients and other participants under VIP) and details of activity and progress on activities and participant surveys. Individuals identified in this bank include contact persons for approved employers (UI recipients) and the employees (UI recipients) under the program. All documentation pertaining to the operation of the activity is stored on this file. Information on participants may be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada. Other uses may include sharing selected information from this bank with federal and provincial agencies; specific areas within EIC; the RCMP and relevant areas within EIC in cases of fraud; and with Revenue Canada (Taxation) for cross-audit purposes. Information is stored on computer at National Headquarters and is made available to regional offices for administrative and statistical purposes. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years. Individuals seeking access to this file must provide the location, the name of the employer/sponsor/contractor, name of the subsidized worker/sponsor/contractor, and if possible the agreement number.

IND = 116,556/ADP = h/DATE = 84-04-01

New Employment Expansion and Development (NEED) Program
EIC-P356

Point of Access:

Regional Employment Development Branch
EIC Regional Office

This bank was used for the administration of project funding for the New Employment Expansion and Development (NEED) Program. Records in this bank contain information regarding project sponsor/employer (those representing an organization or a private business), and details of project proposals and progress. Individuals identified in this bank include applicants from the area for which the NEED office/Employment Development Branch office have responsibility. The bank is used to determine whether projects are eligible for funds and whether they have been approved. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Indian Affairs, Workers' Compensation Board(s) and Welfare and Education departments) for coordination of services to clients; with RCMP in cases of fraud investigation; and with Revenue Canada (Taxation) for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, Advisory Boards, or provincial governments. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years. Portions of this information are stored on computer at National Headquarters, while some regions have implemented their own computerized system containing project specific information. Individuals seeking access to this file must provide the project name, number and location and if possible the name of the sponsor/employer or sponsoring organization.

IND = 122,288/ADP = h/DATE = 84-04-01

Job Corps
EIC-P357

Point of Access:

Senior Officer
Regional Employment Development Branch
EIC Regional Office

This bank is used in the administration of Employment Development funding for the Job Corps program. Job Corps was introduced in September 1983 and consolidates preparation projects of the Local Employment Assistance program and projects funded under the Youth Job Corps component of the Canada Community Development projects. Job Corps is designed to provide individuals with the necessary preparation and employment-related skills leading to labour market readiness. Records in this bank contain information regarding project sponsors/employers (both individuals and those representing an organization), and details of project proposals and their progress. The participants are those individuals disadvantaged for reasons which create a barrier to labour market participation including lack of education, training, job experience or mental/physical disabilities. Selected information is shared with federal, provincial and municipal departments/agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Board(s) and Welfare and Educational departments) in order to co-ordinate services to clients; with the RCMP in cases of fraud investigation; and with Revenue Canada (Taxation) for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, Ministerial Advisory Boards or provincial governments. The information is used within EIC by other programs such as Career-Access, Canada Works and LEAD. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years. A portion of this information is computerized and stored at National Headquarters. Individuals seeking access to this file must provide the project name, number and location and if possible the name of the sponsor or sponsoring organization.

IND = 6,800/ADP = h/DATE = 84-04-01

Classes of Personal Information

Unemployment Insurance/Job Creation Program

The principal objectives of the UI/Job Creation Program are to use income maintenance expenditures more effectively to create assets of value to the community and to ensure continued utilization of the skills of workers during periods when they have been laid off. Letters written by the general public asking for any type of information on the program, and responses to these letters, are placed on departmental program files and are not retrievable by personal identifiers. They may, however, contain personal information. Any questions relating to UI benefits are referred to the Insurance Group and letters from UI claimants will be found in the banks relating to the UI program (EIC-P10, EIC-P90, EIC-P110, EIC-P120).

Electronic Data Processing Systems

The Labour Market Development Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The following systems support the Labour Market Development programs. In many cases, these systems may support several of the information banks already described; the names and numbers of the corresponding banks are given in all instances.

Employment and Benefit System — Employment Development
EDP-1

Reference:
EIC-P340 Portable Wage Subsidy Program
EIC-P350 Program for the Employment Disadvantaged
EIC-P280 Employment Development Projects: Canada Works/Young Canada Works
EIC-P290 Other Employment Development Projects: LEAP, LEDA, CCSP, SYEP, Summer Canada
EIC-P300 Canada Community Development Projects
EIC-P310 New Technology Employment Program
EIC-P353 Local Employment Assistance and Development Program
EIC-P354 Canada Works Program
EIC P355-Career Access Program
EIC-P356 New Employment Expansion and Development (NEED) Program

These systems support the administration of Employment Development programs and include computer systems, associated data bases and documentation for:

- Canada Community Development Projects
- Canada Community Services Projects
- Canada Works/Young Canada Works
- Employment of the Disadvantaged
- Local Employment Assistance Program
- Portable Wage Subsidy Program
- Summer Youth Employment
- Summer Canada 1981
- Local Employment and Development Program
- Canada Works Program — 1984
- Career Access Program
- New Employment Expansion and Development (NEED) Program
- Job Corps

Information is held on magnetic tape/disk.

Employment Systems — Employment Training

EDP-2

Reference:
EIC-P240 Trainee Documentation for the National Institutional Training Program
EIC-P250 Trainee Documentation for the National Industrial Training Program
EIC-P260 Industrial Training Expenses Claim Form
EIC-P270 National Training Program Master Trainee Inventory

These systems support the administration of Employment Training programs and include computer systems, associated data bases and documentation for:

- Critical Trades Skills Training
- National Industrial Training Program
- National Institutional Training Program
- Accounts Receivable — Institutional Training

Information is held on magnetic tape/disk.

Immigration Group

Immigrant Case File

EIC-P360

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to record information pertaining to immigrants' applications for permanent resident status and subsequent decisions. Information may be used in the administration and enforcement of Immigration legislation. Records in this file may contain some or all of the following types of information: applications for permanent resident and refugee status, assessments by immigration officers, removal documentation, financial documentation (loans, repayments), and Minister's permits. The file may contain information on an immigrant's earlier status in Canada (employment visa information, etc.). The bank serves as a repository for detailed and summary documentation on immigrants. Uses may include sharing of information with the Insurance and Labour Market Programs of the EIC and with the Immigration Appeal Board. Information may also be shared with the Department of the Secretary of State (Citizenship Branch), External Affairs, the Department of Justice, the Solicitor General, Veterans Affairs and provincial government departments such as Social Welfare, Education and Manpower Planning. Lists of new immigrants may be provided to provincial departments with responsibilities for assisting in immigrant settlement for the purposes of administering their programs. The information may also be used in investigations by the RCMP, where these uses are pursuant to law. Medical data are shared with Health and Welfare Canada. The information may be shared with the RCMP for the purpose of conducting security reviews on persons seeking admission or refugee status. Information may be shared with Statistics Canada and External Affairs for statistical and planning purposes. Available information may be found in one or more geographical locations; Canada Immigration Centres contain files on immigrants processed through these offices, while Immigration Headquarters in Ottawa maintains records on cases which receive specific further review. Information is normally held for five years after last administrative action. Information on persons ordered deported is retained until the subject reaches 65 years of age. Information is this bank may be partially duplicated in a computer-readable form. Persons seeking access to this information bank must supply their name and date of birth, approximate date of entry into Canada and port of entry.

IND = 130,000 per year/ADP = m/DATE = 84-04-01

Permanent Resident Data System

EIC-P370

Point of Access:

Manager
Canada Immigration Centre

This system records the legal, permanent admission of immigrants to Canada. It is used to verify the right of persons to remain in Canada, for insurance of social insurance numbers, for conferring citizenship, as well as for determining eligibility for family allowances, old age security and other social benefits. Records in this bank contain such data as demographics, birthdate and place, citizenship, language, accompanying family members, passport number and country of issue, immigration category, country of last permanent residence, education, intended occupation, money in possession on arrival in Canada, address of destination and person willing to help, Assisted Passage warrant number, visa or letter of pre-examination data, authorization number, office of issue and date, medical data, admission date and other information pertaining to admission. Information from this bank is duplicated at National Headquarters, and duplicates of some individual records may be kept in Canada Employment Centres for two years, where they are used to establish eligibility for programs and services of Employment and Immigration Canada. Information in this bank is used by the Insurance and Labour Market Programs of the EIC and the Immigration Appeal Board and it is used internally by the EIC for statistical, reporting and control purposes. Uses may include verification of an individual's permanent resident status to other federal government institutions as well as sharing of information with the Department of the Secretary of State (Citizenship Branch) External Affairs, Statistics Canada, Health and Welfare Canada, Veterans Affairs, Indian Affairs, provincial Workers' Compensation Board(s) and provincial government departments such as Social Welfare and Education. The information may also be used in investigations by the RCMP, where these uses are pursuant to law. Information is shared with the Ontario Ministry of Revenue to verify residency requirements for eligibility for various benefit programs. Records are maintained on magnetic tape as well as microfilm images of source documents, and are kept indefinitely. To access this bank, the individual's name at entry, date of birth and year of entry are required. To access data concerning landing years 1908 to 1921, additional information is required, such as country of birth, port of entry, vessel, (if applicable), and names of accompanying family members. Landing records prior to 1908 are in the custody of Public Archives.

IND = 7,000/ADP = h/DATE = 84-04-01

Immigrant Adjustment Assistance Record
EIC-P380

Point of Access:

Manager
Canada Immigration Centre

Information in this bank is used for the administration of financial assistance to immigrants. Records in this bank may contain the following data items: name, date and place of birth, mother tongue, authorization number (visa or assisted passage number), address, social insurance number, occupation, marital status, financial situation, date and port of arrival, name of spouse and number of children, date and amount of cheque, payee and purpose. Only immigrant clients of Canada Employment Centres who have received financial assistance are identified in this bank. Information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics and for Management Information System purposes. This information may also be shared with provincial welfare agencies for the purpose of determining entitlement to provincial programs. This bank serves as a record of adjustment assistance granted to immigrant clients and is held from two to six fiscal years depending on the status of the loan. Access to this bank may be gained by providing name and address as well as place of birth, date of birth and place and date of admission to Canada.

ADP = m/DATE = 84-04-01

Sponsors of Immigrants
EIC-P390

Point of Access:

Manager
Canada Immigration Centre

This bank records information pertaining to a Canadian citizen's or permanent resident's application for the purpose of sponsoring immigrants to come to Canada. Information may be used in the administration and enforcement of Immigration legislation. Data on the sponsor includes name, age, labour force status, occupation and annual salary. Data on the immigrant to be sponsored includes name, relationship to guarantor, date, place and country of birth, citizenship and marital status. Duplicate information is held at External Affairs posts abroad. Information is used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may also be used in investigations by the RCMP, where these uses are pursuant to law. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies such as External Affairs, Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Board(s), and Social Welfare and Education departments. Information is normally held for two years after last administrative action and in some offices, it may be included in the "Immigrant Case File" bank. Access to this bank may be gained by providing name and address, as well as date of birth.

IND = 200,000/ADP = m/DATE = 84-04-01

Guarantors of Assisted Relatives
EIC-P400

Point of Access:

Manager
Canada Immigration Centre

This bank records information pertaining to a Canadian citizen's or permanent resident's application for the purpose of assisting relatives to come to Canada. Information may be used in the administration and enforcement of Immigration legislation. Data on the guarantor includes name, age, labour force status, occupation and annual salary. Data on relatives to be assisted includes name, relationship to guarantor, date, place and country of birth, and citizenship. Duplicate information is held at External Affairs posts abroad. Information is used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may be used for investigations by the RCMP where these uses are pursuant to law. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies such as External Affairs, Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Board(s), and Social Welfare and Education departments. Information is normally held for two years after last administrative action and in some offices, it may be included in the "Immigrant Case File" bank. Access to this bank may be gained by providing name and address, as well as date of birth.

IND = 200,000/ADP = m/DATE = 84-04-01

Records of Immigrant Settlement and Adaptation Program Contracting Agencies
EIC-P410

Point of Access:

Regional Director
Immigration
(See Introduction to EIC Banks for the list of Regional Directors of Immigration.)

The purpose of this bank is to provide a list of voluntary organizations which provide immigrant settlement and adaptation services for the Commission on a contract basis. The information may be used in decisions regarding the terms of such contracts and their renewal and the range of direct services provided to newly arrived immigrants on a complementary basis. The bank may contain names and other information pertaining to individual members or representatives of such contracting agencies. Some information is duplicated at National Headquarters for monitoring purposes. The lifespan of the bank is continuous through the existence of the contract, and information is held for two years after termination of the contract or after last administrative action. Access to this bank may be gained by providing the name and address of the organization.

ADP = m/DATE = 84-04-01

Private Visitors
EIC-P420

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to record information on the Canadian host and proposed visitor for special categories of private visitors from abroad who require a pre-arranged visa in order to visit Canada. Information is used by External Affairs posts abroad in the issuance of visitor's visas and duplicate information on the visitor may be held at these posts. Data on the host include name, date, place and country of birth, current citizenship, address, employment and financial information, relationship to the visitor and names of other persons being visited. The bank also indicates selected information on the visitor. Information from the file may be provided to the RCMP for an investigation of the sponsor, the results of which may be entered in the bank and also sent to External Affairs for processing abroad. Information may also be used by EIC for purposes of research, planning, evaluation and statistics. The information is normally held in a case file for two years after last administrative action. Access to this bank may be gained by providing name and address.

IND = 10,000 per year/ADP = m/DATE = 84-04-01

Immigration Security and Intelligence Data Bank
EIC-P430

This bank may include the following information gathered by Canadian or foreign investigative bodies or law enforcement agencies; information on persons known or suspected of engaging in activities contrary to the *Immigration Act;* information on permanent residents or persons abroad known or suspected to be associated with terrorist, criminal or subversive organizations, or other persons whose entry would be dangerous to Canadian security. Such information may be used in refusing such persons entry to Canada or in expelling them from Canada. Information in this bank may be partiallly duplicated in computer readable form. The Governor-in-Council has designated this bank as an exempt bank pursuant to section 18(1) of the *Privacy Act*.

ADP = h/DATE = 84-04-01

Enforcement Information Index System
EIC-P440

This bank contains summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on persons, some of whom may be permanent residents, whose entry or re-entry would be dangerous to Canadian security. The bank is used for identifying such individuals and referring them to more detailed immigration examination. Information in this bank may be partially duplicated in computer readable form. The Governor-in-Council has designated this bank as an exempt bank pursuant to section 18(1) of the *Privacy Act*.

ADP = h/DATE = 84-04-01

Enforcement Data System
EIC-P450

Point of Access:

Manager
Canada Immigration Centre

This system records information pertaining to persons who have been subject to the enforcement provisions of Immigration law. It is used to help determine the admissibility of persons to Canada or the right of persons to remain in Canada and to produce statistical reports in support of the enforcement function. The bank contains a record of the enforcement process under which persons are examined, beginning with the report of an Immigration Officer and recording the inquiry, appeal and removal process. Some of this information may be duplicated in the Immigrant Case File (EIC-P360) and the Permanent Resident Data System (EIC-P370). Records may include name, address, date of birth, country of birth, social insurance number, as well as the type of enforcement action undertaken (whether the person was subject to a report, arrest, inquiry or removal under the Immigration Act), and the date and place of each event in the process. Information consisting of the deportation order is available on persons subject to the enforcement process from January 1, 1973 to April 1978. Records of persons removed under the 1976 *Immigration Act* are available from April 1978. This information is also used by the Benefit Programs and the Labour Market Programs of the EIC and by the Immigration Appeal Board. Other uses may include sharing of information with the Department of the Secretary of State (Citizenship Branch), External Affairs, the Department of Justice, the Solicitor General and Veterans Affairs. Information may be shared with airlines for the purposes of removing from Canada such persons as are required to leave under the provisions of the *Immigration Act*. Information may also be provided to the RCMP where these uses are pursuant to law. Information may be shared with Statistics Canada and External Affairs for statistical and planning purposes. Manual records are retained at Canada Immigration Centres for up to five years; magnetic tape and microfilm records are retained permanently at Headquarters in Ottawa. Persons seeking access to this information must supply their name and date of birth, approximate date of entry to Canada and port of entry.

IND = 30,000 per year/ADP = h/DATE = 84-04-01

Returning Resident Permit Case File
EIC-P460

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to facilitate the return to Canada of permanent residents who have valid reasons for remaining outside of Canada for extended periods of time, according to the *Immigration Act*. This bank may include the following types of information: name, date of birth, country of birth, sex, marital status, citizenship, date and place of landing in Canada, permanent address in Canada and telephone number. The information is used in the administration and enforcement of Immigration legislation and may also be kept by the Insurance and Labour Market Programs of the EIC and the Immigration Appeal Board. Other uses may include sharing of information with the Department of Secretary of State (Citizenship Branch), External Affairs, the Department of Justice and the Solicitor General. Information may also be provided to the RCMP for use in investigation of offences under the *Immigration Act*. Information may be shared with Statistics Canada and External Affairs for statistical and planning purposes. Information is held by name at Canada Immigration Centres and External Affairs posts abroad. Persons seeking access to this information bank must supply their name, date of birth, approximate date of permit issuance and office of issue. Information is normally kept from two to five years or, in some case, until subject is 65 years of age.

IND = 5,000 per year/ADP = m/DATE = 84-04-01

Adjudication Case File
EIC-P470

Point of Access:

Division Chief
Adjudication Directorate

(See the list of Division Chiefs given at the beginning of this chapter for the address in your region.)

The purpose of this bank is to record information used in the conduct of immigration inquiries and detention reviews pursuant to the *Immigration Act* and Regulations. Case files are created when an adjudicator is called upon to conduct either an inquiry or a detention review concerning an individual; they are kept by name, with one file for every hearing conducted. The files contain only those documents which are brought forth at the hearing itself, so that both the individual concerned and the representative of the Commission have knowledge of the material before it is entered on file. The files are accessible at the office which deals with the hearing. There are currently 14 such offices across the country. The only use of the material on file is by the adjudicator who renders a decision based on the information adduced. Individuals can gain access to the file relating to their hearing by contacting the Division Chief for the office in which the hearing was conducted. The retention period for case files is five years.

IND = 12,000 per year/ADP = m/DATE = 84-04-01

Visitor Case File
EIC-P480

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to record information pertaining to visitors to Canada. Information may be used in the administration and enforcement of Immigration legislation. Records in this file may include the following information: name; date and country of birth; country of citizenship; marital status; address in Canada and abroad; accompanying family members; length of authorized stay and date of original entry; name and address of bond depositor; sum deposited; terms and conditions imposed; name of person signing bond; name of person bonded and terms and conditions which must be met; acknowledgement of terms and conditions. Uses may include sharing of information with the Insurance and Labour Market Programs of the EIC and with the Immigration Appeal Board. Information may also be shared with the Department of the Secretary of State (Citizenship Branch), External Affairs, the Department of Justice, the Solicitor General, Veterans Affairs, and with the RCMP, where these uses are pursuant to law. Information is held at Canada Immigration Centres and at Immigration Headquarters in Ottawa in cases which receive specific further consideration. Information is normally kept from two to five years. Records are also maintained on magnetic tape as well as microfilm images of the source documents, at National Headquarters. Machine-readable records are kept indefinitely. Persons seeking access to this information bank must supply their name, date of birth, approximate date of permit issuance and office of issue.

IND = 150,000 per year/ADP = m/h/DATE = 84-04-01

Foreign Student Records and Case File
EIC-P490

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course. Information may be used in the administration and enforcement of Immigration legislation with respect to the length and purpose of stay in Canada of such people. The file may contain information such as birthdate, country of citizenship, sex, marital status, accompanying family members, nature and duration of studies, name and address of institution being attended and availability of funds. Depending upon circumstances of issue, information may be held at a Canada Immigration Centre and/or at an External Affairs post abroad. Records are also maintained on magnetic tape as well as microfilm images of the source documents at National Headquarters. Uses may include sharing of information with the Department of External Affairs, Statistics Canada and with provincial Departments of Education for statistical and planning purposes. The information may also be used in investigations by the RCMP, where these uses are pursuant to law. At EIC offices, information is kept for the duration of the student's temporary stay or for two years from the date of last action on the case, whichever is longer; at External Affairs post abroad, the period of retention is one year from last action. Machine-readable records are kept indefinitely. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada.

IND = 60,000 per year/ADP = h/DATE = 84-04-01

Temporary Worker Records and Case File
EIC-P500

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully engaged in employment. Information may be used in the administration and enforcement of Immigration legislation with respect to the length and purpose of stay in Canada of such people, as well as any conditions governing the nature and locale of their employment. The bank may contain information such as birthdate, country of citizenship, sex, marital status, accompanying family members, address in Canada, nature of work, name and address of employer and social insurance number. Depending upon circumstances of issue, information may be held at either a Canada Immigration Centre or an External Affairs post abroad or both. Records are also maintained on magnetic tape as well as microfilm images of the source documents at National Headquarters. Uses may include sharing of information, subject to formal agreement, with the Department of External Affairs and with the Secretary of State (Citizenship Branch). The information may also be used in investigations by the RCMP, where these uses are pursuant to law. At EIC offices, the information is kept for the duration of the worker's temporary stay or for two years from the date of last action on the case, whichever is longer. Machine-readable records are kept indefinitely. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada.

IND = 127,000 per year/ADP = h/DATE = 84-04-01

Minister's Permit Case File
EIC-P510

Point of Access:

Manager
Canada Immigration Centre

The purpose of this bank is to record information pertaining to inadmissible or removable persons, according to the *Immigrantion Act*, who are allowed to come into or remain in Canada on humanitarian or compassionate grounds or in the national interest, under Minister's Permit. The bank serves as a repository for detailed and summary documentation on permit holders, and may be used in the administration and enforcement of Immigration legislation. This bank may include the following types of information: applications for permanent residence and visitors visas; assessments by immigration officers; inquiry and removal documentation; financial documentation; name; date and place of birth; citizenship; sex; marital status; destination; date and place of issue and validity of permit; details of the person's inadmissibility on medical, criminal or security grounds; details on why the person cannot qualify fully with the applicable section of the Regulations; details on applicants for landing in Canada who do not have valid visitor status; details on immigrant applicants who arrive early in Canada before processing is complete; details on persons subject to report under section 27(2) of the *Immigration Act* where the Minister directs that an inquiry not be held because of humanitarian, family or national interest reasons. The file may contain information on a person's earlier status in Canada (i.e., visitor). Information may be held in one or more geographic locations; Canada Immigration Centres and External Affairs posts abroad contain files on permit holders processed through these offices while Immigration Headquarters in Ottawa maintains records on cases which receive specific further review (i.e. for medical, criminal, security reasons). This information may be used internally by the Insurance and Labour Market Programs of the EIC and by the Immigration Appeal Board. Other uses may include sharing of information with the Department of Secretary of State (Citizenship Branch), External Affairs, the Department of Justice, Solicitor General, Veterans Affairs and sharing of medical data with Health and Welfare Canada and the various provincial ministries of Health. Information may be shared with Statistics Canada and External Affairs for statistical and planning purposes. Information may also be used in investigations by the RCMP where these uses are pursuant to law. Information is usually kept for two years. Machine-readable records are kept indefinitely. Persons seeking access to this information must supply their name, date of birth, approximate date of permit issuance and office of issue.

IND = 14,000 per year/ADP = h/DATE = 84-04-01

Transportation Loans
EIC-P520

Point of Access:

Manager
Canada Immigration Centre

This bank serves as a record of the amount of loans issued and repaid under the Transportation Loan Program and information in the bank is used for the administration of the program. Records may contain the following information: name, birthdate, visa number, Transportation Warrant Number, address, social insurance number, occupation, name and address of employer, marital status, date and port of arrival, name of spouse and number of children, status and amount of outstanding loan and credit reports of the individual's financial status. Only immigrants who have received transportation loans are identified in this bank. Information may be used by Employment and Immigration Canada for Management Information System purposes and for purposes of research, planning, evaluation and statistics. The information is held from two to six fiscal years depending on the status of the loan. Access to this bank may be gained by providing name and address, date of birth, date of admission to Canada, as well as file number and Transportation Warrant Number.

IND = 43,000/ADP = h/DATE = 84-04-01

Sponsors of Refugees and Other Special Classes — Constituent Groups of National Organizations
EIC-P530

Point of Access:

Regional Director
Immigration
(See Introduction to EIC Banks for addresses.)

The purpose of this bank is to maintain a record of applications by constituent groups of National or other major organizations which have signed a master agreement with the Minister of Employment and Immigration to sponsor Convention Refugees and members of special classes designated by Governor-in-Council under section 6(2) of the *Immigration Act*, 1976. The information is used to maintain a record of the sponsorship offers from constituent groups. The bank contains the group's name and address, a letter of approval from the national organization, the number or names of refugees whom the group wishes to sponsor. The information is used internally for statistical purposes and selected information may be shared with External Affairs posts abroad for the purpose of processing the sponsored individuals. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at Regional or National Headquarters. Access may be gained by providing the name and address of the sponsoring group. The documents are held for two years from the date of arrival of the sponsored refugees.

IND = 462/ADP = m/DATE = 84-04-01

Sponsors of Refugees and other Special Classes — Local Groups and Incorporated Organizations
EIC-P540

Point of Access:

Regional Director
Immigration
(See Introduction to EIC Banks for addresses.)

The purpose of this bank is to maintain a record of applications by local groups of five or more individuals and incorporated organizations to sponsor Convention Refugees and members of special classes designated by Governor-in-Council under section 6(2) of the *Immigrant Act*, 1976. The information is used to evaluate the group or organization's ability to undertake sponsorship. The bank contains the names and addresses of members of the sponsoring group or organization, information on financial resources available to support their sponsorship application, experience in assisting refugees or immigrants, and the number or names of refugees whom the group wishes to sponsor. In the case of groups of individuals, information includes the members' occupations and citizenships. Information is used internally for statistical purposes and selected information may be shared with External Affairs posts abroad for the purpose of processing the sponsored individuals. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at Regional or National Headquarters. Access may be gained by providing the name and address of the sponsoring group. The documents are held for two years from the date of arrival of the sponsored refugees.

IND = 156/ADP = m/DATE = 84-04-01

Electronic Data Processing Systems

The Immigration Group uses an integrated clerical, manual and EDP system to deliver its program and services. The following sub-systems support the various Immigration programs and services. These sub-systems may support several of the information banks aready described; the names and numbers of the corresponding banks are provided. All sub-systems are linked to each other either by a full computer connection (interface) or information enabling a physical check of the systems. Therefore, actions in one sub-system can and do effect the smooth running of others. Approximately twenty-five separate Immigration forms with a total volume of 1,000,000 documents are processed through these sub-systems each year.

Immigration Data System Overseas (I.D.S.O.)

EDP-1

Immigration Data System Canada (I.D.S.C.)

EDP-2

Reference:
EIC-P360 Immigrant Case File

I.D.S.O. and I.D.S.C. maintain a record of all applications for Permanent Resident status either at an overseas office or from within Canada. The systems produce information in support of the Recruitment and Selection function. The data is case-oriented and can only be accessed by providing the Case Serial Number recorded on the Landing Record. Files, including microfiche records, date back to 1975. Records are kept indefinitely. There are approximately 1,000,000 records on file.

Landed Immigrant Data System

EDP-3

Reference:
EIC-P370 Permanent Resident Data System

The Landed Immigrant Data System retains a permanent record of the granting of Permanent Residence to individuals. Its main purpose is to create an official name index which is used by Immigration officers in Canada and abroad to verify an individual's status in Canada as well as legal proof of residence for citizenship, Old Age, Family Allowance, Welfare seekers, etc. In addition, information from the system is the sole source for all Commission reports on Permanent Residents.

Visitor Data System

EDP-4

Reference:
EIC-P480 Visitor Case File
EIC-P490 Foreign Student Records and Case File
EIC-P500 Temporary Worker Records and Case File
EIC-P510 Minister's Permit Case File

The Visitor Data System retains a permanent record of all persons who have been granted permission to enter or remain in Canada for a temporary period either as a visitor, student, temporary worker or permit holder. Its main purpose is to create an official name index which is used by Immigration officers in Canada to verify an individual's status in Canada. In addition, information from this system is the sole source for all Commission reports on Visitors and Minister's Permit holders. Data to produce the annual report to Parliament on Minister's Permits is retained in this system.

Enforcement Information Index (E.I.I.)

EDP-5

Reference:
EIC-P440 Enforcement Information Index System

(See Bank description for details.)

Enforcement Data System (E.D.S.)

EDP-6

Reference:
EIC-P450 Enforcement Data System

(See bank description for details.)

Field Operational Support System (F.O.S.S.)

EDP-7

Reference:
EIC-P450 Enforcement Data Systems

F.O.S.S. is designed to extract relevant information from other Immigration sub-systems in order to allow status checks by field offices via computer terminal or microfiche. It is the basic support of the Enforcement Function. The feeder Systems are: Enforcement Information Index (EII); Enforcement Data System (LEDS) and Visitor Data System (VIDS). The integrity of F.O.S.S. is dependant upon the other sub-systems. F.O.S.S. output is available through an on-line terminal system in Canada. A set of microfiche containing E.D.S. and E.I.I. cases is also distributed in Canada and abroad.

National Services

Record of Employment (Third Copy)

EIC-P550

Point of Access:

Manager
Central Index
P.O. Box 7000
Bathurst, N.B.
E2A 4L8

or

Manager
Canada Employment Centre

This bank is used in the administration and enforcement of the *Unemployment Insurance Act*. It is created from copies of individual Record of Employment forms, received by the EIC Head Office from employers. Each record may contain employee's name, address, social insurance number and occupation, data pertaining to the length of employment, date and reason for separation, insurable weeks and earnings of the employee. Individuals in this bank include Unemployment Insurance claimants as well as those people who changed jobs but did not claim Unemployment Insurance benefits. Part of the information is kept in computer readable form. The information is also kept on microfilm, which may be used by Employment and Immigration Canada and may be shared with other federal or provincial departments subject to formal agreement for research, planning, evaluation and administrative purposes, and may be released in exceptional circumstances to the issuing employer. These uses have been identified as consistent uses and approved under Section 114 of the *Unemployment Insurance Act* by the Minister of Employment Immigration. The information is also used by the Department for statistical and planning purposes. All requests for access must be signed and contain the social insurance number, name and address of the individual, as well as the period of employment covered by the form.

RECORDS = 48,500,000/ADP = c/DATE = 84-04-01

Social Insurance Number Registration

EIC-P560

Point of Access:

Manager
Central Index
P.O. Box 7000
Bathurst, N.B.
E2A 4L8

This bank contains a microfilm image of each approved application for issuance of a social insurance number, for issuance of a replacement Social Insurance Number Card, or for amendment of Social Insurance Register records. In excess of 24 million social insurance numbers have been issued. Information in the individual records comprises the applicant's first name, middle name and surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's maiden name; it also shows the social insurance number issued or re-issued, marital status, status in Canada, telephone number, mailing address, the name and address of the employer. The microfilm image also shows the date of application and witnesses when required. This data is retained for an indefinite period. This information is collected for use in the administration of the *Unemployment Insurance Act* and the *Canada Pension Plan Act* and the *Old Age Security Act;* it is therefore accessible to the federal government officials whose responsibilities lie in those program areas. Exchange of information with Revenue Canada (Taxation) and other Federal departments is also provided for both under the *Canada Pension Plan Act*, under the *Health and Welfare's Family Allowance Act*, and under the *Unemployment Insurance Act*. Similarly, special social insurance numbers are issued for immigration and other purposes to persons who are neither Canadian citizens nor permanent residents pursuant to the Unemployment Insurance Regulations in conjunction with the *Immigration Act*. Therefore, information on the Social Insurance Number Register is exchangeable with EIC officials administering the immigration program. Section 126(4) of the *Unemployment Insurance Act* provides for the use of Social Insurance Register data for the accurate identification of individuals and for the effective use by such individuals of their Social Insurance Cards and numbers. On this basis, the Central Index will, if an authorized enquirer presents data about a SIN holder sufficient to identify that holder on the Social Insurance registers, divulge the holder's SIN to the enquirer. This is known as "Give the SIN" and is extended to employers including some federal and provincial departments. This service is also extended to other government departments, and to organizations in other levels of governments, where the Commission has approved such an exchange to that effect with the enquiring organization. Examples are: Department of National Defence (the social insurance number is used as a service number by armed services personnel), Department of Veterans Affairs, Prince Edward Island Medical care plan (Administration of Health Insurance Plan), Province of Nova Scotia (Administration and enforcement of health insurance legislation), Régie des rentes du Québec (Administration of the Quebec Pension Plan), Régie de l'assurance-maladie du Québec (Administration of the Quebec Health Insurance Plan). Moreover, an employer or former employer who has lost contact with an employee and who needs his/her SIN to meet legal requirements, can obtain it through the Central Index. The RCMP may request data from the bank when it is required for the purposes of investigations under the *Unemployment Insurance Act*, the *Canada Pension Plan Act, Family Allowance Act*, and the *Income Tax Act*. Data may also be released to the RCMP to assist the Force to identify deceased persons and to inform their next of kin, where the circumstances of death would otherwise make such identification and notification difficult. Finally, the RCMP may request the identity of the person whose social insurance number appears inscribed upon an item of property believed stolen, where it appears that the owner intended his/her SIN to be used this way. The RCMP may also request information from the Social Insurance Registers for the purposes of accurate identification of individuals. Other police forces may request similar information, but only through the RCMP. All requests for access by individuals must include the social insurance number, name, place and date of birth of the individual, and mother's maiden name and be accompanied by the same documentary proof of identity required in submitting an original application for a social insurance number. Particulars of the documentary evidence required can be obtained by contacting any local office of the Canada Employment and Immigration Commission.

IND = 24,000,000/ADP = h/DATE = 84-04-01

Canadian Government Anuities

EIC-P570

Point of Access:

Manager of Annuities
P.O. Box 12000
Bathurst, New Brunswick
E2A 4L8

The purpose of the bank is to administer annuity contracts entered into by employers and individuals. Information in the bank includes the contract number, name, social insurance number, sex, date of birth, beneficiary, place of birth, address, residency, records of employment, bank account data as well as premiums, annuity purchased or being paid, related terms and conditions and taxation information. All of the above information is contained in individual files (hard copy) and in data processing files. The information is shared for administrative purposes with Veterans Affairs Canada, National Health and Welfare, and Supply and Services Canada. Information is also shared with Revenue Canada (Taxation) and provincial taxation services, these being uses authorized by law. Some of these agencies and others also use the information for statistical purposes. Records are maintained until annuity benefit is fully paid. The bank may be accessed by use of name and address plus contract number if known.

IND = 240,000/ADP = h/DATE = 84-04-01

Electronic Data Processing Systems

National Services uses integrated clerical, manual and electronic data processing systems to deliver EIC's services. The following systems support the administration of the Social Insurance Number program and the Canadian Government Annuities program, which are administered by the group, as well as the Record of Employment (Third Copy) program.

Information Systems — Social Insurance Number Registration
EDP-1

Reference:
EIC-P560 Social Insurance Number Registration

These systems support the administration of the Social Insurance Number (SIN) program by maintaining a data base of all SINs issued in Canada which is used to validate SIN data, produce reports and micrographics. Information is held on magnetic tape.

Information Systems — Annuities
EDP-2

Reference:
EIC-P570 Canadian Government Annuities

These systems support the administration of the Canadian Government Annuities Program, and are used to produce payments; T4 slips for annuity contracts in payment; related financial, actuarial and administrative reports; and a data base for contracts not yet in payment. Information is held on magnetic tape.

Insurance Systems — Control
EDP-3

Reference:
EIC-P550 Record of Employment (Third Copy)

These systems support the Insurance control activities, by using information from the Record of Employment, Report on Hirings, Wage Loss Insurance Program and other EIC control systems to identify fraud and abuse of Insurance programs.

Personnel Group

Application for Employment
EIC-P580

Point of Access:

At National Headquarters:

Chief
Staffing
Headquarters Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV
3rd Floor
Hull, Quebec
K1A 0J9

At Regional Office:

Regional Personnel Managers
(See Introduction to EIC Banks for addresses of Regional Offices.)

The purpose of the bank is to maintain a record of applications for employment received from the general public. Information in the bank icnludes curriculum vitae of persons interested in working for Employment and Immigration Canada (EIC) and requests for transfer from employees of other departments within the federal government or provincial governments. All applicants for employment with EIC are identified in the bank. The bank is used to store papers and documents received from applicants for jobs and transfers. These records are retained for a period of two years.

ADP = m/DATE = 84-04-01

Personal Service Contracts
EIC-P590

Point of Access:

Head of the Organizational Unit
Originating the Contract
(See Introduction to EIC Banks for addresses.)

The purpose of this bank is to document individuals who have signed personal service contracts with Employment and Immigration Canada. The information may be used to determine terms of payment, contract extension or renewal and in other decisions pertaining to the contract. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance. Files are destroyed two years after the termination of the contract. Access to this bank may be gained by giving name, address, social insurance number and contract number where applicable.

IND = 1,000/ADP = m/DATE = 84-04-01

Strategic Policy and Planning Group

This group has broad responsibility for developing and maintaining statistical information banks which may be used for research, evaluation, policy and program analysis and development in support of the various EIC programs and services. The data is frequently extracted from the personal information banks described in the previous sections and it may be supplemented by questionnaires, surveys or other research tools. This data may be of interest to several EIC groups and the banks have been arranged to indicate the primary groups which they support. All addresses, unless otherwise indicated, refer to the Strategic Policy and Planning Group and may be completed as follows:

Strategic Policy and Planning Group
Employment and Immigration Canada
Phase IV
Place du Portage
Hull, Quebec
K1A 0J9

Employment Services Group/Insurance Group: Statistical Banks

Claimant Attitude and Behaviour Survey
EIC-P600

Point of Access:

Chief
Technical Support
UI Program Policy Development and Analysis

This bank documents the results of a 1976 survey on behaviour and attitudes of Unemployment Insurance claimants during and concerning their periods of employment and unemployment. Information includes claimants' attitudes to Unemployment Insurance, financial resources during unemployment, job search behaviour, and extent and nature of re-employment. This information is used for research on

Unemployment Insurance policy as well as assessment of legislative and program impact. Persons seeking access must provide their name and social insurance number. Information is kept for an indefinite period.

IND = 1910/ADP = c/DATE = 84-04-01

Exhaustee Survey
EIC-P610

Point of Access:

Chief
Technical Support
UI Program Policy Development and Analysis

This bank documents the results of surveys conducted on samples of Unemployment Insurance claimants who exhausted their entitlement to benefits during April 1973, April 1976, June and October 1982, and March 1984. Information includes profiles of respondents in terms of labour force activity, methods used to secure employment, family characteristics and reason for exhausting entitlement to benefits. The information is merged with other claimant data from the Benefit and Overpayment Master File (EIC-P160) and is used to analyse and alleviate the problems of exhaustees. Persons seeking access to this bank must provide their name, address and social insurance number. Information is kept for an indefinite period.

IND = 18,036/ADP = c/DATE = 84-04-01

Employment Service Evaluation
EIC-P620

Point of Access:

Chief
Job Creation and Employment Services
Program Evaluation Branch

This bank documents the results of a client/claimant survey carried out during the fall of 1977 and again in the spring of 1978. The purpose of the survey was to determine how opinions of clients and claimants about the services received had changed as a result of integration. The bank contains records of clients and employers registered in the CECs. The information is collected from the client's registration form and ad hoc surveys of selected clients includes main socio-economic characteristics and information on services received from CEC counsellors. Data on employers relates to the job orders submitted to the CECs, hiring methods and their opinion of CEC services. In all, 5,463 records from Phase I and 4,191 records from Phase II of the client/claimant survey are contained in this bank. The employer survey contains 1,616 records. These records are kept for the duration of the evaluation process and sometimes longer for comparison use between program years. The bank also includes the results of a survey of the NEED program by the Quebec Region in 1983.

IND = 11,270/ADP = c/DATE = 84-04-01

Longitudinal Labour Force File
EIC-P640

Point of Access:

Chief
Data Development Division
Long Term Planning and Development Branch

This bank maintains information on the work history of selected individuals in a form useful for research and analysis. The file is a 10% sample of all individuals with social insurance numbers, namely persons whose SIN ends in 5, and it includes social, economic, family and behavioural information as well as information relating to the individual's work periods and eligibility for unemployment insurance. The information is drawn from the National Training Program banks, Unemployment Insurance administrative files (EIC-P160 and EIC-P550), social insurance number registrations and T4-S and -F slips issued for income tax purposes. Information in the bank is filed by social insurance number. The information is used by Employment and Immigration Canada for studies which result in the development of employment policies and programs and to evaluate existing policies and programs. Information from this bank which is generated by EIC may also be shared, subject to formal agreement, with other federal organizations for statistical purposes. Sharing pursuant to such agreements of that information covered by Section 114 of the *Unemployment Insurance Act* has been approved by the Minister of Employment and Immigration. Information is held indefinitely. Persons seeking access to this bank must provide their social insurance number and date of birth.

IND = 2,394,015/ADP = c/DATE = 84-04-01

Labour Market Development Group: Statistical Banks

Point of Access:

Chief, Training Program Division
Program Evaluation Branch
(EIC-P670, EIC-P680)

Chief, Job Creation and Employment Services
Program Evaluation Branch
(EIC-P710, EIC-P720)

Chief Special Needs Programs Division
(EIC-P730, EIC-P740, EIC-P750, EIC-P760)

Other points of access are indicated.

National Institutional Training Program Participant Follow-up
EIC-P670

This bank contains follow-up information on participants of the National Institutional Training Program (formerly the Canada Manpower Training Program). Data are collected for the evaluation of the effectiveness of the program, providing such measures as employability, wages and occupational retention. Information is collected from trainee documentation (EIC-P240), including age and pre-training employment history, from the course purchase document, from a description of the course and from the 12- and 24-month questionnaires for information on the labour-market situation of trainees after training. The questionnaires on which the survey information is collected are destroyed after analysis is completed. Other data is kept indefinitely on magnetic tape. Persons seeking access to the bank should provide their name, address and social insurance number.

IND = 20,000 annually/ADP = c/DATE = 84-04-01

National Industrial Training Program Participant Follow-up
EIC-P680

This bank contains follow-up information on participants of the National Industrial Training Program (formerly the Canada Manpower Industrial Training Program). The data are collected for the evaluation of the effectiveness of the program, providing such measures as employability, wages and occupational retention of trainees. Information from the following documents is included: trainee documentation, including sex, age, employment history before training (EIC-P250); training contract; employer claims for reimbursement; 12- and 24-month follow-up questionnaires for information on the labour-market situation of trainees; employer follow-up questionnaires from the employer who gave the training for information on the general aspects of the training. All questionnaires are destroyed after analysis has been completed. Data is stored on magnetic tape and kept indefinitely. Persons seeking access should provide their name, address and social insurance number.

IND = 20,000 annually/ADP = c/DATE = 84-04-01

National Industrial Training Program Three Month Follow-up Survey
EIC-P690

Point of access:

Director, Program Analysis and Information
Training Branch
Labour Market Development Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

This bank documents the results of a three-month follow-up survey of all skills trainees and one-fourth of the Language and Basic Training and Skills Development Trainees who have completed a full time course in a public institution on a quarterly basis. Information on trainees includes their post-course labour-market status, and information on the impact of training on their employability and occupation. The information is used to determine the effectiveness of the training and for planning of future purchases of courses. Persons seeking access should provide their name, address and social insurance number.

IND = 80,000 annually/ADP = h/DATE = 84-04-01

National Industrial Training Program Three month Follow-up Survey British Columbia/Yukon Region
EIC-P700

Point of access:

Chief, Technical Training Services
Employment and Immigration Canada
P.O. Box 11145
Vancouver, British Columbia
V6E 2P8

This bank documents the results of a follow-up survey conducted of individual clients three months after they have completed the training contract, which is used to evaluate the effectiveness and efficiency of individual training contracts purchased by EIC in the province of British Columbia. Persons seeking access should provide their name, address, social insurance number and employment status.

IND = 5,000 annually/ADP = h/DATE = 84-04-01

Employment Programs for the Young
EIC-P710

This analysis bank contains records of participants in the Youth Employment programs (student and non-student), of registered clients and job-orders in Canada Employment Centres for students and also of non-CEC registered clients. The data includes socio-economic characteristics and, for CEC registered clients, the services they received from CEC councellors. Youth employment program data relates to the job or the project in which they have worked. Job order data provides the type of jobs available, salary, hiring criteria, etc. The following programs are included in the bank: Summer Youth Employment Program, Young Canada Works, Canadian Student Summer Employment Survey. This bank is linked to bank EIC-P280: Employment Development Projects.

IND = 53,712/ADP = c/DATE = 84-04-01

Direct Job Creation Programs
EIC-P720

This bank contains records of participants in direct job creation programs other than Youth programs and also information on the projects on which they have worked. The information is collected from administrative forms and follow-up surveys. Data includes socio-economic characteristics, employment situation following project participation and opinions and degree of satisfaction with the program. The following programs are included in the bank:

Summer Canada '81: 33,598 records
Summer Canada '82: 63 original participants
Special Initiatives: 137 final participant records
UI job Creation Programs: New Brunswick Tourism Project: 639 participants, PEI Forestry Project: 73 participants, Magog Foundry Project: N/A participants

The bank is used in the evaluation of information collected under Employment Development Projects. Records are kept for the duration of the evaluation process and sometimes longer for comparison use between various program years. To gain access to this bank, name, address, social insurance number and project number must be provided.

IND = 34,510/ADP = c/DATE = 84-04-01

Outreach Program Information System
EIC-P730

The population serviced by Outreach projects includes special needs clients who experience severe difficulty in the labour market and who are not effectively able to benefit from CEC services. Basic socio-economic information on each client is collected when they first register for employment or counselling with an Outreach project. It includes data on age, sex, education, employment history and the type and severity of the employment status is gathered periodically on a random sample of clients. Only one such survey has been undertaken to date — in the fall of 1977. The pre- and post-Outreach labour force experiences of clients serviced provide an insight into the effectiveness of the services being provided. All computerized information is retained for statistical summary purposes for an indefinite period.

IND = 43,000/ADP = c/DATE = 84-04-01

Employment Tax Credit Evaluation Data
EIC-P740

The objective of the Employment Tax Credit Program was to stimulate incremental employment in the private sector. A year after the program had been in operation (March, 1979), questionnaires were mailed to 50% of employers participating in the program, to obtain their views on the program in general, on the unemployed youth hired under the program, on the work done by youth hired, services provided by CEC and wage subsidies. The questionnaire gathered data on the size of the firm, type of firm, number of participants hired under the program, number retained, special counselling or supervision provided and skills involved. Further identical questionnaires were sent to a sample of 2,000 employers who had participated in the program since March 1979 to test whether the attitudes and characteristics of employers had changed in the last 18 months. Some 2,600 responses were received to the first questionnaire and 1,000 to the second. The data was used in the initial evaluation of the program. Data are to be retained indefinitely.

IND = 2,600/ADP = c/DATE = 84-04-01

Local Employment Assistance Program Evaluation Data
EIC-P750

The objective of the Local Employment Assistance Program is to increase the self-sufficiency of disadvantaged workers unable to compete for regular employment, by providing them with work skills and creating long-term jobs. This bank records the results of a 12-month follow-up of a sample of 1976-77 program participants. The 425 returns provide basic socio-economic data such as dependents, size of family unit and total income and post-program information including period since leaving LEAP, activities since leaving program, reason for leaving (both participants' and managers' views), skill learned, number of jobs since leaving LEAP, present labour force status, type of work, salary, career intention and main source of income for those unemployed. The data are to be used for evaluation purposes and are to be retained until next evaluation. Field work for a full-scale survey was conducted in 1983-84 (Pretest).

IND = 425/ADP = c/DATE = 84-04-01

Job Experience-Training Program Evaluation Data
EIC-P760

This bank was established to gather follow-up data on employee and employer participants in order to evaluate the effectiveness of the Job Experience-Training Program in meeting its objectives and in improving the employability of workers. The objective of JET was to provide new entrants to the labour market with job experience as a basis for their successful entry into the labour force. Forms completed at entry by every registered client at a CEC provided basic socio-economic data. Ad-hoc follow-up longitudinal surveys of a 20% representative sample of participants were carried out in July 1978, September 1978 and October 1979, 6 weeks, 8 weeks and 14 months after termination of the contract period. The number of respondents in each survey were 2,042; 1,342 and 2,095 respectively. The information collected focused on the JET experience and post-JET experience of participants. An employer follow-up survey was under-taken in June 1978 and the data gathered included size of participating firms, type of firm and number of youth hired. Data are being kept for a indeterminate period of time.

IND = 12,766/ADP = c/DATE = 84-04-01

Immigration Group: Statistical Banks

Point of Access:

Chief, Immigration and Demographic Analysis
Policy and Program Analysis Branch
Strategic Policy and Planning
Employment and Immigration Canada
Place Du Portage, Phase IV
Hull, Quebec
K1A 0J9

Longitudinal Survey of Immigrants, 1976
EIC-P770

This 1976 survey of immigrants was carried out in 1976-78 among a sample of immigrants selected abroad, aged 16 to 60 years, and visaed in 1976. The two questionnaires "Life in Canada" were mailed six months and one year after the immigrant had landed in Canada, to obtain information about their experience in each of these respective six-month periods. Information related to residence, language use, work in the former country and in Canada, and to education and family income in Canada. The file also contains selected data (e.g. age, sex) from the immigrant application forms ("Immigrant Visa and Record of Landing" and "Immigrant Assessment Record"), and the replies of respondents to each questionnaire. This bank is used to aid in the design of EIC programs for refugees. Persons seeking access to the bank should provide their name, address and social insurance number.

IND = 5,664/ADP = c/DATE = 84-04-01

Longitudinal Survey Of Indochinese Refugees
EIC-P780

This bank is used to evaluate programs and plan policies affecting the settlement of refugees in Canada. Information was collected from a sampling of 8,000 heads of household or single persons who arrived in Canada from August to December 1979, and includes the responses to the questionnaire "Life in Canada" received in 1981, 1982 and to be collected in 1983. This file contains selected data (e.g. age, sex) from the immigrant application forms ("Immigrant Visa and Record of Landing" and "Immigrant Assessment Record"), and the replies of respondents to each questionnaire. Persons seeking access to the bank should provide their name, address, social insurance number and visa number.

IND = 7,690/ADP = c/DATE = 84-04-01

Executive Secretariat

Privacy Act Requests
EIC-P790

Point of Access:

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage
Phase IV
4th Floor
Hull, Quebec
K1A 0J9

Or

Regional Privacy Advisor
(See Introduction to EIC banks for Addresses)

This bank contains the Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions processing. Information on exemptions claimed or on complaints handled may also be included. The bank is used for processing access requests only and to report on the number of access requests received annually. Files are kept for two years.

DATE = 84-04-01

Requests Under The Access To Information Act
EIC-P800

Point of Access:

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage
Phase IV
4th Floor
Hull, Quebec
K1A 0J9

This bank contains the Access Request Forms sent by individuals, under the *Access to Information Act*, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. The bank is used for processing access requests only and to report on the number of access requests recieved annually. Files will be kept for two years.

DATE = 84-04-01

Human Rights Case File
EIC-P810

Point of Access:

Director
Public Rights Administration
Employment and Immigration Canada
4th Floor
Phase IV
Hull, Quebec
K1A 0J9

This bank is used in responding to enquiries and complaints filed under the *Canadian Human Rights (CHR) Act*. Records in the bank may include information from the CHRC's complaint form such as the complainant's name, address, telephone number, and details of the grounds and circumstances of the complaint. Information may also include reports from EIC local and regional offices; details of the complainant's or enquirer's dealings with EIC relative to the enquiry or complaint; legal opinions; reports of CHRC Investigators and/or Tribunals; and other related correspondence. Information in this bank is used by the Public Rights Administration and EIC's Legal Services to ensure an appropriate response to all enquiries or complaints. Summary case data is also used for management information purposes. Details of the complaint and the social insurance number of the individual should be included in the request for access.

IND = 125/ADP = m/DATE = 84-04-01

Department of Energy, Mines and Resources

Background

Although the history of the Department of Energy, Mines and Resources is comparatively short, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871 and parts of the Surveys and Mapping Branch were established in 1872.

The Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. Previously known as the Department of Mines and Technical Surveys, it took on a new and important role as policy maker in energy development. Since then, the department has been given a stronger mandate to fulfil its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

Overall Responsibilities

The department administers three programs: the Energy Program, the Minerals and Earth Sciences Program and the Administration Program. Collectively, the programs of the department provide a continuum of initiatives directed towards national economic development issues.

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences; and on policy, economic and social analyses. The department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

Access Procedures

Formal requests for personal information under the *Privacy Act* and complaints and inquiries concerning the administration of the Act within the department should be addressed to:

Co-ordinator
Access to Information and Privacy
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
(613) 996-0825

At the corporate level, the Assistant Deputy Minister, Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the department, and will investigate all complaints on issues relative to applications and service to the public. The Deputy Minister will oversee final resolution of any complaints or legal actions concerning the disclosure of information held by the department.

Personal Information Banks

Explosives Branch

Explosives Safety and Accident Statistics
EMR-P10

The purpose of this bank is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for varying periods depending on the accident. Records containing information on serious incidents are retained permanently.

IND = 400/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Explosives Licences and Permits
EMR-P20

The purpose of this bank is to provide a record of licences and permits granted to individuals or corporate bodies, permitting storage, transportation by road, importation, manufacture and sale of explosives. The bank contains copies of licences and permits which are retained for a period of three years after termination of licence or permit.

IND = 4,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Surveys and Mapping Branch

Board of Examiners for Canada Lands Surveyors
EMR-P30

This bank contains formal applications to write Canada Lands Surveyor exams, applicants' names, addresses, academic qualifications and work experience, copies of diplomas and certificates, statements of marks, names of special examiners and individuals' exam papers. The information is used by the Board of Examiners for Canada Lands Surveyors in the examination process to qualify candidates as Canada Lands Surveyors. Examination papers are retained for one year after date of examination. Canada Lands Surveyors case files are retained until the individual reaches the age of 80 or until death.

IND = 600/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Crown Canada Lands Survey Contracts
EMR-P40

This bank contains information related to contracted surveys on Crown Canada Lands, such as Indian reserves, national parks and territorial lands. The data consists of names and addresses of surveyors interested in performing survey work, their proposals based on specifications, cost estimates, technical information on surveys, relevant correspondence, evaluations of surveyors' performance and reports on the quality of the survey. The information is used to enable the execution of necessary surveys to the required standards at the most economical price. The information is also used to compile lists of acceptable surveyors for performing required surveys. Routine records are retained for three years and technical records are assigned a permanent retention period.

IND = 2,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Earth Sciences Sector

Earth Sciences Sector

EMR-P50

This bank contains applications for grants submitted to the Department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering which can contribute to the department's purpose. The information is also used to compile general statistics of interest to the department with respect to the program as a whole, and not in relation to individual applicants. Accepted applications are destroyed after a period of six fiscal years and those not accepted are destroyed after two fiscal years.

IND = 3,400/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Canada Centre for Mineral and Energy Technology (CANMET)

Certification in Nondestructive Testing

EMR-P60

This bank contains data pertaining to individuals who undergo the examination to obtain certification in Nondestructive Testing, in accordance with up to five CGSB Standards: e.g., industrial radiography, ultrasonics, magnetic particle, liquid penetrant and eddy-current methods. The information consists of names, addresses, medical certificates on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on annual certification renewal. The information is used to certify individuals in Nondestructive Testing and answer queries from outside organizations on a person's certification status. The information is also used to prepare a list of certified personnel in good standing which is published annually and made available to the public. Examination papers are retained for one year and then destroyed. All other records are retained permanently.

IND = 3,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Energy Conservation and Oil Substitution Branch

Canadian Home Insulation Program (CHIP) Grants

EMR-P70

The purpose of this bank is to control the administration of taxable insulation grants provided to eligible applicants under the Canadian Home Insulation Program. It permits the issue of income statement forms in the name of the applicant, provides information requested by provincial governments considering further assistance to applicants, and also assists in evaluation studies associated with the program. Only two grants are provided per housing unit under the regulations. The data includes applications, invoices, inspection reports and any pertinent correspondence. Files are retained for six fiscal years after the final grant payment is made.

IND = 1,500,000/ADP = h/DATE = 84-04-01
ID = Name, Grant Number/LOC = Mount Royal/TERM = 1987

Research and Technology Sector

Federal Energy Research and Development

EMR-P80

This bank contains data on various federal energy research and development projects. The information consists of details of the research projects, names of companies, consultants and individual university researchers working under contract or receiving grants in the particular research area and the amounts paid. The information is used by the Interdepartmental Panel on Energy Research and Development in the review, planning and allocation of energy research and development priorities and expenditures within the federal government. The data is also used in the preparation of the publication titled "An Inventory of Energy Research and Development Supported by the Government of Canada". The information is stored according to research area.

IND = 300/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Substitution Branch, Conservation and Non-Petroleum Sector

Energy Conversion Grants Program — Personal

EMR-P90

The Canada Oil Substitution Program (COSP) — part of the National Energy Program — is a federal government program to encourage the conversion of heating systems from oil to other energy sources in order to reduce consumption of heating oil in residential, commercial and industrial sectors. For administrative purposes, COSP consists of the following components: The Gas Electric Conversion Assistance Program (GELCAP), operates through gas and electric utilities to provide taxable grants toward conversion of oil heating systems to natural gas and electricity. The utilities provide information to applicants, distribute application forms and perform certain verification functions. The Renewable Energy Conversion Assistance Program (RENCAP), assists those who choose to convert to energy sources other than gas or electricity, including propane, coal, wood, solar and other renewable forms of energy. The Energy Conservation Assistance Program (ECAP) covers taxable grants to homeowners and businesses resident in Prince Edward Island, Newfoundland, the Yukon and the Northwest Territories, for converting heating systems from oil to wood, solar and other renewable energy sources, or to propane; and for conservation improvements such as insulating, reducing air leakage, and furnace upgrading. The bank includes personal information submitted from eligible homeowners and tenants in applying for taxable grants under COSP. The data consists of applicant names, social insurance numbers, urban/civic/rural property data of the residence converted, description of the conversion, the name and address of the contractor and a signed declaration by the applicant. The information is used to control, justify and process payment of the grant. Some information is computerized to capture statistical information by geographic location, type of conversion, volume of conversions in each province, and type of fuel. This aggregate data and some personal information is used for planning and program evaluation purposes over the lifetime of the program. Files will be retained for two years after program termination.

IND = 262,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa-Regional/TERM = 1992

Access Request Data Bank

EMR-P100

This bank contains the access request forms and correspondence received from individuals requesting access to personal information held by the department, the replies to such requests and information related to processing requests. It is used for processing access requests and to report on the number of access requests received annually. Files will be kept for two years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Service Contracts

EMR-P110

The purpose of this bank is to provide information relative to contracts awarded by the department to individuals or firms. The files are maintained in an alphabetical order by name of contractor. The information consists of a description of the tasks performed, the value of the contract, the period of service, basis of payment, etc. Additional data may be available from the requisition which accompanies the contract. These files are retained for a period of five years and then destroyed. Contracts awarded by the Department of Supply and Services on behalf of EMR are not included.

IND = 600/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Unsolicited Proposals Program

EMR-P120

This bank consists of proposals containing descriptions and cost estimates of specific projects, the qualifications of the proposer company/university and curricula vitae of individuals within the company/university who would undertake the research. A copy of each proposal is forwarded for review by the department from the Department of Supply and Services, which acts as the receiving agent for the federal government. The information is used to assess the projects and the unique capability of the performer. The information is also used to compile general statistics of interest to the department with respect to the program as a whole. Rejected proposals are retained for one year and accepted proposals are retained for two years.

IND = 500/ADP = m/DATE = 84-04-01
ID = Proposal Number, Name/LOC = Ottawa

Classes of Personal Information

Personal information concerning departmental employees and individuals employed under contract is held for personnel and other administrative functions as described under Employee Personal Information Banks.

Most of the personal information held by the Department of Energy, Mines and Resources results from the energy conservation and oil substitution components of the National Energy Program. This information is used to administer and control grants and other financial incentives provided to eligible individuals under the Canadian Home Insulation Program (CHIP) and the Canada Oil Substitution Program (COSP).

Voluntary responses to telephone surveys and written questionnaires received from individuals for the purpose of evaluating the progress and effectiveness of the above and other departmental programs, is also held by the department as indicated in this index.

The department also holds other personal information voluntarily submitted by individuals in response to surveys and questionnaires relating to departmental scientific, statistical and other publications, as indicated in this index. These responses are used to identify the needs of clients in terms of the adequacy of the contents of the publications, to determine if publications meet the client needs and to ascertain how the information content should be changed or modified to better suit the needs of the clientele.

Some departmental programs and activities result in the accumulation of personal information which is not contained in the Personal Information Banks (PIBs) described in this index. This personal information is stored within subject files where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of: personal opinions and attitudes about a variety of subjects; requests for publications, reports, etc.; enquiries for information of a general nature, enquiries concerning energy, minerals and earth sciences technology. It is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored. Personal Information Classes (PICs) to identify this type of information have been included.

Surveys and Mapping Branch

Gazetteer of Canada User's Survey

This class contains information provided to the Department by users of the "Gazetteer of Canada". The data includes; the frequency of use of the Gazetteer listings of Canada's geographical names, the preferred format of the Gazetteer, and the content of the Gazetteer, etc. The users' responses were used in tailoring future publications to suit users' needs. The information will be retained for five years.

Energy Conservation and Oil Substitution Branch Conservation and Non-Petroleum Sector

Car Mileage Questionnaire

This class contains information provided to the department by readers of the "Car Mileage Book", who elect to complete the questionnaire appearing on the reverse side of a tear-off feedback sheet. The answers provide data on the number of cars owned by households, the occupation of the chief wage earner in the household, vehicle data such as year of manufacture, make, model, number of cylinders, engine size, serial number and odometer reading. The respondent may also provide information on the number of miles driven in the past year, mileage per gallon attained (overall, city and highway driving), whether any cars are used for commuting to work and the commuting distance and time. The information is used to assess the impact of the publication, acquire perceived fuel economy information and compare trends compiled with those of other comparable surveys such as the "Journey to Work" survey compiled by Statistics Canada for Labour Canada. Questionnaires are retained for a period of five years.

Enersave for Home Insulation

This class consists of data obtained from homeowners who elect to take advantage of a departmental information service, Enersave for Home Insulation, in order to assist them in making effective and worthwhile changes to upgrade the quality of their home's insulation. The homeowner completes and returns a questionnaire and in return, receives a "personalized" analysis of his/her home, recommendations for improvements, estimates of improvement costs and estimates of potential energy and dollar savings. The data include such things as the date when the house was built, the style, the perimeters of the house, as well as type of insulation, number of windows and doors, the type of fuel used, the cost of the fuel, and the type of hot water heater used. The questionnaires are retained for two fiscal years and the computer data is retained for five years.

The Garbage Book Questionnaire

This class contains information provided to the Department by readers of the "Garbage Book", who elect to complete the questionnaire appearing on tear-off feedback sheets. The answers provide data on the comprehension and usefulness of the book, on the application of ways to conserve energy and reduce garbage at home, what results were obtained in applying certain measures and if the book has changed the reader's perception regarding energy, garbage, home and society. Space is provided for personal comments and another tear-off sheet allows the reader to offer ideas on cutting down waste. Questionnaires are retained for a period of five years.

Keeping the Heat In Questionnaire

This class contains information provided to the Department by readers of the book "Keeping the Heat In", who elect to complete the feedback forms appearing at the back of the book. The answers provide data on the comprehension and usefulness of the book. Feedback #1 provides general comments about the book, simplicity and comprehension of the diagrams and instructions provided in the book. Feedback #2 (to be completed after re-insulation) provides details on where insulation was done, the size and type of dwelling, the amount and type of insulation put in, R-value added, if the work was done by the homeowner or a contractor and the costs. Respondents may provide the name and address of the contractor and a rating of the work performed. Feedback #3 (to be completed the year following re-insulation) provides data on where and how much insulation was installed, amount and type of insulation before re-insulation, R-value added, whether it was installed by the owner or contractor and the costs, as well as data concerning the type of heating fuel used, the costs before and after re-insulation, the comfort of the house, thermostat setting and any changes that might affect fuel consumption. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

100 Ways to Save Energy and Money at Home Questionnaire

This class contains information provided to the Department by readers of the book "100 Ways to Save Energy and Money at Home", who elect to complete the feedback forms appearing at the back of the book. The answers provide comments about the book such as its usefulness, if it was easy to read and understand, if it was too technical or too simple and if the reader received adequate information on ways to save energy. It asks the reader if anything has been done to save energy at home and what the results were, whether the book has changed his/her perceptions of energy vis-à-vis home and society, how many people read the book and which sections were read. Space is provided for other comments. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

The Billpayer's Guide to Furnace Servicing

This class contains information provided by readers of the book "The Billpayer's Guide to Furnace Servicing", who elect to complete the feedback form appearing at the back of the book. The answers provided give comments about the book such as its usefulness, if it was easy to read and understand, if it was too technical or too simple, and whether or not the book was used when the service mechanic serviced the furnace, etc. Comments may also be provided regarding servicing of the furnace such as whether or not any extra services not described in the book were completed, whether or not the customer was satisfied with the service provided and what was the efficiency of the furnace after servicing. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

Communications Branch

Ongoing Surveys of Public Attitudes Towards the Canadian Energy Situation

This class contains information on Canadian public knowledge, attitudes and behaviour patterns towards the Canadian energy situation. The data is collected under contract using various survey methodologies and used to support the energy communications programs of the department. The collection and use of any personal information is confined solely to internal verification and validation of the information by the contractor and all personal information is subsequently destroyed. The department receives only aggregated statistical data from the contractor. The statistical information is retained for seven years and then transferred to Public Archives for selective retention.

Coal and Alternative Energy Branch

Household Survey of Consumer Attitudes about Solar Water Heating

The main purpose of this survey is to determine solar energy knowledge, attitudes, perceptions vis-à-vis cost, willingness to purchase a solar system, and reasons for and against the use of solar water heating. The data collected will be used to aid in deciding whether or not (and if so, how) the federal government should consider designing policies to encourage Canadian home owners to invest in or otherwise acquire solar water heating systems, and will also serve as feedback to existing policies and programs in solar energy. The contents include information, collected by questionnaire, from a nationally representative sample of households in the Atlantic Provinces, Quebec, Ontario, the Prairie Provinces and British Columbia, concerning the present method of space and water heating, the total home energy costs in 1981, the estimated cost of water heating, perceptions of future energy costs and new energy sources, energy conservation and substitution practices and purchases, and house buying intentions.

Management Practices Sector

Survey of Users of Energy, Mines and Resources Scientific and Statistical Output

This class contains information provided by clients using information which is produced by the Department of Energy, Mines and Resources. The data relates to the use, quality, accuracy, timeliness, format, ease of availability of the departmental output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of scientific and statistical information that can be provided by EMR, to determine if these needs are being adequately served by the output and to ascertain how the output should be changed or modified to better suit the needs of the clients. Retention of records is in accordance with the specific components under this class title.

Survey of Users of the Geological Survey of Canada

This class contains information provided by clients of the Geological Survey of Canada (GSC). The data relates to the use, quality, accuracy, timeliness, format, ease of availability of the GSC's output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of geoscientific information that can be provided by the GSC, to determine if these needs are being adequately served by the GSC output and to ascertain how the output should be changed or modified to better suit the needs of the clients. The completed questionnaires are retained for ten years.

Survey of Users of Mineral Development Activity's Scientific and Statistical Publications

This class contains information provided by clients using scientific and statistical publications resulting from the Mineral Development Activity (MDA) of the Minerals Program. The data relates to the use, quality, accuracy, timeliness, format, ease of availability of this published output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of published scientific and statistical information that can be provided by MDA, to determine if these needs are being adequately served by the output and to ascertain how the output should be changed or modified to better suit the needs of the clients. The completed questionnaires are retained for ten years.

Requests for Publications and General Information

This class covers correspondence from individuals requesting publications and information of a general nature. Requests cover the full range of a variety of subjects related to energy, minerals and earth sciences publications, reports, pamphlets, maps, speeches, statements and news releases produced by the department and available to the public. The information is used for reference purposes concerning any subsequent enquiry concerning lack of receipt of the publication requested and is retained for two years.

Canada Centre for Mineral and Energy Technology (CANMET)

Technical Enquiries

This class includes technical enquiries, comments and opinions of individuals corresponding with the department regarding issues related to energy (coal and alternative energy sources), mining and mineral technology. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Enquiries and Comments from the Public

This class covers enquiries, comments and the opinions of individuals corresponding with the department about various departmental and national issues relating to energy, minerals and earth sciences subjects. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications, maps and charts, reports, catalogues, and indexes. The information is used for amending addresses and to add or delete individual names for mailing lists which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Department of the Environment

Background

The Department of the Environment was established by the *Government Reorganization Act*, 1970-71-72, ch. 42 on June 10, 1971. The Department, also known as Environment Canada, has as its primary duties renewable resources management and the protection of Canada's air, water and land resources. The departmental organization has five principal components: Atmospheric Environment Service; Environmental Management Service (forestry, inland waters, wildlife and lands); Environmental Protection Service; a combined Finance and Administration Service and the Parks Canada program. The National Battlefields Commission, a separate agency, also reports to the minister.

Access Procedures

Please direct inquiries concerning the following banks to:

Privacy Co-ordinator
Department of the Environment
24th Floor
Les Terrasses de la Chaudière
Hull, Québec
K1A 0H3

Personal Information Banks

Environmental Conservation Service

Wildlife Permit Information
EC-P10

This bank contains information gathered from permits required by Act or Convention for the purposes of protecting, managing, and regulating the use of certain species of birds or animals and their habitat. Specific information includes the Migratory Birds Permit information, which is gathered under the legal requirements of the *Migratory Birds Convention Act* such as avicultural permits; taxidermist permits; scientific permits; migratory bird damage permits; airport permits; eiderdown permits; Cap Tourmente hunting permits, Migratory Birds Convention Act permits; aviculture banding, collecting; migratory game birds hunting permits; and special permits. Information such as names, addresses, telephone numbers, occupations, type of permit requested, are kept on individuals applying for Migratory Birds Permits in the five Canadian regions, i.e. Pacific & Yukon, Western & Northern, Ontario, Quebec, and Atlantic Regions. This bank is used for reference in case of legal action relative to violations of permit terms, maintenance of bird numbers and species and provides general information on the permit function. In addition, file information is available to the RCMP and provincial law enforcement agencies. Information gathered by permits for the import, export or transit of endangered species is also contained in this data base. Information content includes name and address of applicant as well as species, age and sex of animal. Most of the information in this bank is held at the headquarters office of the Canadian Wildlife Service, although some is held at the regional offices. The lifespan of these files is varied.

ADP = h/DATE = 84-04-01

Finance, Personnel and Administrative Service

Applications for Employment: Planning and Finance Service
EC-P20

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank may contain application forms with personal information together with curriculum vitae of persons interested in working for the department. All applicants for employment with the department are identified in the bank. The bank is established on a regional basis and is used to store information received from these applicants for jobs. Records are kept for less than five and usually for two years.

ADP = m/DATE = 84-04-01

Atmospheric Environment Service

Applications for Research Grants Science Subventions
EC-P30

The purpose of the bank is to provide information used in the annual selection of research proposals to be funded by this institute. Each entry in the bank contains information of the following types: educational, financial support for research, new scientific concepts, personal statement of productivity, evaluation of the entry. Coverage is usually restricted to faculty members of Canadian universities in the environmental sciences or faculties related thereto. The primary use of the bank is to assess research proposals in order to award research funds. All assessments and grants are processed at Atmospheric Environment Service headquarters from faculty members of Canadian universities. Access requires only name, address, and university of the individual and the year the file was submitted. Records are kept for less than five and usually for two years.

IND = 250/ADP = m/DATE = 84-04-01

Applications for Visiting Fellowship Awards
EC-P40

The purpose of the bank is to provide personal and academic information used in the annual selection of visiting fellows to this institute. Each entry in the bank contains information of the following types: demographic, employment, educational, personal references, third party evaluation. Coverage is generally restricted to environmental scientists who have recently completed their doctoral degrees. The primary use of the bank is to assess potential candidates for visiting fellowship awards. All assessments are processed at Atmospheric Environment Service headquarters. Awards are granted to visiting fellows for their work at headquarters. Records are retained for less than five and usually for three years.

IND = 100/ADP = m/DATE = 84-04-01

Environmental Conservation Service

Water Resources Research Support Program (WRRSP)
EC-P50

The purpose of this bank is to evaluate proposals submitted by researchers at Canadian universities for funding consideration through the Water Resources Research Support Program. This bank contains project details including research plan, state-of-the-art reviews, budgetary requirements, progress reports, project reviews and assessments as well as personal data such as name, curriculum vitae. All files relate to scientists at Canadian universities. This bank is established and maintained at headquarters and is restricted to management personnel and research scientists within the directorate, but occasionally extending to the service level, other services of the department and to other departments. For funded projects, files are retained for the duration of the project and for an indeterminate time thereafter. For unfunded projects, files are retained for two years and, if inactive during that time, are then discarded.

IND = 200/ADP = m/DATE = 84-04-01

Ocean Dumping Control Act: Environmental Protection Service
EC-P60

The purpose of this bank is to retain sufficient information to comply with reporting and decision processes, both nationally and internationally, within the scope of the *Ocean Dumping Control Act* and Regulations and the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter. Permit applications by persons wishing to dump substances at sea are retained in this bank. Assessments of each case and other related correspondence are also maintained in this bank. For access, the identity of the individual must be confirmed to the information bank manager by an official concerned with the administration of the *Ocean Dumping Control Act*. Inactive records are destroyed after six years.

IND = 1,000/ADP = h/DATE = 84-04-01

Wildlife Financial Assistance Applications
EC-P70

This bank contains applications for scholarship funding from the Canadian Wildlife Service. Contents include name, address, social insurance number, academic achievements, and evaluations of applicant. Applications for funding for university research are also a part of this data base, and information includes the name of the professor, the name of the university and an outline of projects for which funds are requested. Information is held in this base during evaluation and award procedures and then destroyed. This information is held and used by the headquarters office.

ADP = m/DATE = 84-04-01

Finance, Personnel and Administrative Service

Access Request Data Bank
EC-P80

This bank contains the access request forms sent by persons requesting access to their files, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to determine the number of access requests received annually. Files will be kept for two years.

DATE = 84-04-01

Parks Canada Program

Realty Register Computer System
EC-P90

The purpose of this bank is to maintain a record of various leaseholds within Parks Canada. It contains information on the type of each lease or licence, its term, assessments, rent and/or fees composed upon the property, including land address, lot and block, and name and address of the document holder. Another section of the system holds information on transactions such as assignments and mortgages. Records in this bank are restricted to holders of leases or licences on Crown property under the jurisdiction of Parks Canada. This bank is also used to identify Crown-owned properties held by Parks Canada to help administer these lands with respect to rents, use, and lease renewal and to identify any other encumbrances on those lands. Records in this bank are maintained for the period during which lease or licence is held.

IND = 2,500/ADP = c/DATE = 84-04-01

Compensation for Loss of Fishing Rights, Kouchibouguac National Park
EC-P100

The purpose of this bank is to establish records of persons who have requested compensation for their loss of fishing privileges and income created by the establishment of Kouchibouguac National Park. The bank contains copies of correspondence from individuals, the replies and the official findings of the arbitrator and data supporting the decision to allow or disallow the claim for fishermen resident in the Kouchibouguac area. The bank is used as a reference when new claims are received. Records are retained for approximately ten years. Please address inquiries to the Regional Privacy Co-ordinator, Atlantic Region, Parks Canada.

IND = 1,250/ADP = m/DATE = 84-04-01

Consultant, Contractor and Supplier Inventory
EC-P110

The purpose of this bank is to maintain a record of consultants, contractors and suppliers with whom the department has contracted or may potentially contract. It includes a list of individuals, firms and institutions and may include work previously performed or now underway, financial transactions, and the name of the principal. The bank serves as an aid to selection and retention of consultants, contractors and suppliers. The records in the bank are maintained indefinitely.

IND = 100/ADP = m/DATE = 84-04-01

Export Development Corporation

Background

The Export Development Corporation (EDC) was established on October 1, 1969, by the *Export Development Act*. EDC is an agent of Her Majesty in right of Canada and is a Crown corporation whose shares may be owned only by Canada. EDC is accountable for its affairs to Parliament through the Secretary of State for External Affairs. Both EDC and its predecessor, the Export Credits Insurance Corporation, which commenced operations in 1944, were created to facilitate and develop trade between Canada and other countries.

The Corporation achieves this through a wide range of insurance, guarantee and financing services not normally provided by the public sector.

EDC services are provided to help Canadian exporters who offer products competitive in price, quality, delivery and service, to compete internationally.

Access Procedures

Inquiries concerning the administration of the *Privacy Act* should be addressed to

Privacy Information Co-ordinator
Vice President, Legal Services and Secretary
110 O'Connor Street
P.O. Box 655
Ottawa, Ontario
K1P 5T9

Personal Information Banks

Access Request Data Bank
EDC-P10

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Records in this bank are maintained in chronological order under the name of the individual requesting the information. The retention period is two years. The bank is located at headquarters.

IND = 1/ADP = m/DATE = 84-04-01

Classes of Personal Information

In the course of conducting the programs and activities of the Export Development Corporation, categories of personal information not used for administrative purposes affecting individuals may be accumulated. Such personal information includes, among other things, general biographies of individuals in relation to EDC's program services, which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning transactions filed under names of exporters, countries and projects.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. It was placed under the Secretary of State, with an Under-Secretary of State for External Affairs ranking as the permanent deputy head of the Department. In 1912, amending legislation placed "External" under the jurisdiction of the Prime Minister where it remained until 1946 when a separate Secretary of State for External Affairs was appointed. In 1981, the foreign operations of the Immigration Service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional cabinet ministers, a Minister for International Trade and a Minister for External Relations have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are: (a) to ensure the effective representation of Canada in other countries and to international organizations including close contact, communications and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; (b) to evaluate information about political, economic and other developments likely to affect Canada's interest; (c) to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; (d) to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; (e) to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; (f) to provide protection and assistance to Canadian citizens abroad.

Organization

Department headquarters in Ottawa supervise regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion of the Department.

Access Procedures

Enquiries and requests for access should be addressed to:

Co-ordinator
Access to Information and Privacy
Lester B. Pearson Building
Tower A, First Floor, Room 202
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613)992-1425; 992-9273

Requests submitted to posts abroad under the *Privacy Act* will be referred to this unit in Ottawa.

Personal Information Banks

Consular Affairs — Citizenship
EA-P10

The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependent. Organizations and conferences, liaison with other government departments and agencies in Canada, registration of births abroad, dual nationality, loss, retention, acquisition, and extension of citizenship, and the marriage, divorce and other family-related aspects of citizenship are topics included in this bank. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms. Individuals may be identified in the bank if they have dealt, ouside Canada, with the Canadian citizenship authorities through the consular services or External Affairs, or if at any time they have claimed Canadian citizenship for themselves or dependents. Information may be retained on departmental files up to ten years, then transferred to Public Archives. Persons seeking access should specify the following: place and date of birth, the subject of the enquiry, country and/or city, contacts with Canadian authorities, incidents, dates and circumstances which may have led to the establishment of a record, or provide the numbers of Certificates of Citizenship, Certificates of Naturalization, Certificates of Registration of a Birth Abroad or other documents identifying status. Access will not be permitted without adequate proof of identity, and written confirmation of the Department's approval where the information is to be viewed on departmental premises.

ADP = m/DATE = 84-04-01
ID = Name, Date of Birth/LOC = Ottawa, External Affairs Posts Abroad

Consular Affairs — Assistance to Canadians
EA-P20

This bank contains information on Canadians residing in foreign countries who have registered with the nearest Canadian mission, and on those Canadians who sought or received assistance from a Canadian mission for matters including: enquiries as to whereabouts; ill, injured, incapacitated, stranded or missing Canadians; relief and repatriation; child custody and welfare, and other family-related issues. Also included in this bank is information relating to the arrest or detention of Canadians abroad, their bails, fines and penalties, probation and access to legal aid, as well as conscription into foreign military service, and prisoners of war. Arrangements made on behalf of other Canadian agencies to assist Canadians abroad to exercise their franchise, or obtain refunds or pensions, and arrangements made through local authorities to obtain documents, permits or licenses are topics covered in the bank. Personal information may also be found in this bank, if official visas were obtained for government officials, employees or diplomatic representatives of Canada; if Consular Affairs intervention was sought by a citizen with the visa-issuing representative of another country; or if Consular Affairs assistance or advice was sought concerning the effect that being adopted or orphaned has on a child's citizenship status and visa requirements. The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate the registered Canadian and members of his or her family residing abroad. The information may also be used for the development of consular policy, for the preparation of advice to missions abroad and to provide information concerning alleged or potential contravention of Canadian law. Individuals may be identified in the bank if their activities, interests, or responsibilities fall within the scope of the contents mentioned above. The information is in the form of applications, registration cards, and memoranda, correspondence, reports and telegrams. The information is received from individuals, from Canadian and foreign agencies, and international organizations. Information on registration of nationals and completed individual consular cases may be retained on departmental files up to five years; other information may be retained in the bank up to 15 years, then transferred to Public Archives. Persons seeking accesss should specify the following: Place and date of birth, the subject of the enquiry, country and/or city where the assistance was provided, contacts with Canadian authorities, incidents, dates and circumstances which may have led to the establishment of a record. Access will not be permitted without adequate proof of identity, and written confirmation of the Department's approval where information is to be viewed on departmental premises.

ADP = m/DATE = 84-04-01
ID = Name, Date of Birth/LOC = Ottawa, External Affairs Posts Abroad

Immigration Affairs — Immigration Case Files
EA-P30

The bank contains information on persons who apply for permanent resident and visitor status at posts abroad. The information may be used in the administration and enforcement of Immigration legislation. Records in this bank may contain some or all of the following types of information: applications for permanent resident and refugee status; certifications of birth, marriage, death, divorce, separation and adoption; educational certificates, confirmations of employment experience and references; statements of assets, bank, trust and brokerage statements, lists of property holdings, business investments and proposals for investment in Canada; medical reports issued by National Health and Welfare; security clearances issued by the RCMP; statements of police reports, criminal records, court orders and parole reports issued by authorities from outside Canada; applications for visitor visas, student visas, temporary work permits and Minister's Permits; reports from Canada Immigration Centres and Canada Employment Centres on applicant's earlier status in Canada; assessments by visa officers. The bank serves as a repository for detailed and summary documentation on immigrants. Uses may include sharing information with the Canada Employment and Immigration Commission and the Immigration Appeal Board and the Refugee Status Advisory Committee. Information may also be shared with the Department of the Secretary of State, the Department of Justice, the Solicitor General, Health and Welfare and departments of provincial governments with an input into Immigration Affairs. Available information may be found in headquarters and at posts abroad. The retention period for these records is currently being developed. Persons seeking access to information in this bank must supply their name, date of birth and the approximate date of application.

IND = 100,000 per year/ADP = m/DATE = 84-04-01
ID = Name, Date of Birth/LOC = Ottawa, External Affairs Posts Abroad

Passport Office Control List
EA-P40

This bank contains information on persons whose requests for passport services might be subject to denial or restriction. The list is used by Passport and Consular officials to determine whether an individual applicant is the subject of a ministerial denial; has lost or fraudulently acquired Canadian citizenship; has fraudulently acquired or misused a passport, or lost more than one passport; has applied on behalf of, but does not have legal custody of a child; has submitted fees for service by some form of NSF or fraudulent cheque, or is wanted by Canadian law enforcement agencies. Personal information in the bank is supplied by individuals applying for a passport or assistance abroad, by federal, provincial and municipal agencies and security authorities, by External Affairs missions abroad, and by foreign governments and international oganizations. The information is in the form of a master list, reports, memoranda, correspondence, telegrams and application forms. Records are retained in the bank up to ten years, except for cases of special interest which are retained for an indefinite period. Access will not be permitted without adequate proof of identity, including place and date of birth.

IND = 13,900/ADP = h/DATE = 84-04-01
ID = Name, Date of Birth/LOC = Ottawa

Passport Office — Certificates of Identity and Refugee Travel Documents
EA-P50

The purpose of this bank is to store completed applications for Certificates of Identity and Refugee Travel Documents submitted by those residents of Canada who are not Canadian citizens, but who cannot obtain passports from their countries of origin.

The application forms are used to establish the identity of applicants and their entitlement to a travel document in accordance with Canadian and international conventions. Individual records include the application form and an alphabetical and numerical index which facilitates location of the file. Most of the information in the bank is supplied by the applicant. This includes the demographic information and personal characteristics which describe the applicant, together with relevant information about children and custody arrangements, nationality status, and immigration status in Canada. Information is contained in the bank, in the form of the application forms and correspondence with other federal departments and agencies, for five years, and is also maintained on microfilm. No records are available prior to 1935. Access will not be permitted without adequate proof of identity, including place and date of birth.

IND = 53,200/ADP = h/DATE = 84-04-01
ID = Name, Date of Birth/LOC = Ottawa

Passport Offices — Regular and Official Travel Passports
EA-P60

The purpose of this bank is to store applications for regular and official Travel Passports submitted by Canadian citizens and government employees travelling on official business, on their own behalf and on behalf of their dependents. Information on the application form is used to verify the identity and citizenship of an applicant, to confirm entitlement to a Canadian passport, and to enable the Consular Bureau of External Affairs to provide assistance where necessary to travelling Canadians. Individual records include the application form and an alphabetical and numerical index which facilitates location of the file. The data content of each record includes demographic information and the personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial and federal authorities. Official Travel Passport files also contain general correspondence, visa application forms and information on the status designation of the bearer. The information is retained in the bank for ten years and is also maintained on microfilm. No records are available prior to 1935. Persons seeking access should provide adequate proof of identity including place and date of birth.

IND = 10,700,000/ADP = h/DATE = 84-04-01
ID = Name, Date of Birth/LOC = Ottawa

Access Request Data Bank
EA-P70

This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually. The retention period for these records is currently being developed. Requests should be addressed to the Access to Information and Privacy Co-ordinator.

IND = 200/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

In the course of conducting the programs and activities of the Department of External Affairs, categories of personal information may be accumulated which are not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department, which are described in the Access Register. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, as well as the date at which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject record schedules.

The Classes of Personal Information listed below describe particular classes of records which, because of their nature, are more likely to contain personal information.

Legal Affairs Bureau

The three divisions of the Legal Affairs Bureau handle a number of important functions including multi-lateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law and individual legal and legal-protocol cases. Personal information held by the Bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the Bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

Office of Protocol

The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as: accreditation and ceremonial, privileges and immunities, government hospitality, protection of foreign representatives, and foreign decorations and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incidents, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

International Security and Arms Control Bureau

The two divisions in this Bureau, the Arms Control and Disarmament Division and the Defence Relations Division, are responsible for the preparation and implementation of departmental policies concerning defence, arms control and disarmament. Personal information may be held by the Bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations, or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incidents, conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

Farm Credit Corporation

Background

The objective of the Farm Credit Corporation is to provide long-term mortgage credit to farmers and to syndicates of farmers.

Access Procedures

The following information bank is located in the regional offices of the Farm Credit Corporation. Enquiries concerning these banks should be addressed to the **Assistant Regional Manager,** Farm Credit Corporation, in the appropriate province. The addresses are listed below.

British Columbia
595 K.L.O. Road
Kelowna, British Columbia
V1Y 8E7
Tel. (604) 762-2416

Alberta
Continental Bank Building
Suite 1550, 10250 — 101 Street
Edmonton, Alberta
T5J 3P4
Tel. (403) 420-6751

Saskatchewan
500 South Broad Plaza
2045 Broad Street
Regina, Saskatchewan
S4P 2B7
Tel. (306) 569-5610

Manitoba
400 - 5 Donald Street
Winnipeg, Manitoba
R3L 2T4
Tel. (204) 985-4039

Ontario
105 Silvercreek Parkway North
Guelph, Ontario
N1H 7G7
Tel. (519) 821-1330

Québec
2700 Blvd. Laurier, Suite 2000
P.O. Box 3600
Sainte-Foy, Québec
G1V 4C7
Tel. (418) 704-3993

New Brunswick
Nova Scotia
Prince Edward Island
Newfoundland
2nd Floor, Boulevard Plaza
Phase 1
1133 St. George Blvd.
P.O. Box 849
Moncton, New Brunswick
E1C 8N6
Tel. (506) 388-6595

The **Privacy Co-ordinator** is located at:

434 Queen Street
P.O. Box 2314, Postal Station "D"
Ottawa, Ontario
K1P 6J9

Personal Information Banks

Regional Registry of Customer Files
FCC-P10

The purpose of this bank is to record and store documentation pertaining to applications for assistance and loans made under the provision of the *Farm Credit Act* and the *Farm Syndicates Credit Act.* Documentation is used to determine the viability of the applicant's enterprise for lending, and for loan administration and statistical purposes. The information contained in the files consists of loan application forms, farm appraisal reports, financial and legal data. Each regional office holds a bank which is limited to individuals who have active loans within the province(s), the regional office services, or who have applied unsuccessfully for assistance in that province within the past two years. Requests for data must include full name, address and file or account number if applicable. Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/ cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed.

ADP = m/DATE = 84-04-01

Background

The Federal Business Development Bank (FBDB) is a Crown corporation established by the *Federal Business Development Act* of 1974, which succeeded the Industrial Development Bank (IDB) which was formed in 1944. The IDB was primarily concerned with the provision of financial assistance, while the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing financial assistance, management counselling, management training, information and advice, with particular consideration to the needs of small businesses. The Federal Business Development Bank provides small business enterprises with a single source from which to obtain both financing and information suited to its unique requirements.

The Bank's network of branches across Canada provide financing, counselling, information, and training services to small businesses located in each branch territory.

Access Procedures

Enquiries relating to the information class listed here should be addressed to:

Office of the Access to Information
and Privacy Co-ordinator
Federal Business Development Bank
P.O. Box 6021
Montreal, Quebec
H3C 3C3

Classes of Personal Information

In the course of conducting the programs and activities of the Loans Department, Investment Banking, Financial Planning, and Management Services, some personal information may be accumulated within the Federal Business Development Bank's client files. Information may include such items as an individual's name, age, marital status, employment or managerial history, or information relating to financial transactions in which the individual is or has been involved.

This form of personal information is normally retrievable only if specific information concerning the name of the enterprise or the number of the account concerned is provided.

Loans Department and Investment Banking client enquiries and applications are retained for two years. Loans Department and Investment Banking client files are retained for a total of six years from the date the loan is cancelled, fully repaid, withdrawn, declined or written-off and inactive. Management Services client files (counselling) are retained for six years from the date the files have become inactive. Management Services enquiries (information) are retained for two years. Financial Planning client files are retained for six years from the date the files become inactive. Financial Planning enquiries are retained for two years.

Department of Finance

Overall Responsibilities

The Department of Finance is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects — the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which have important impacts on the economy. The Department of Finance is vitally concerned with trade and monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and in making proposals with respect to both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department analyzes and appraises the economic situation and prospects in Canada, and in other countries of interest to Canada; advises on fiscal and other economic policies and measures; recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management; advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters; participates in international negotiations and other meetings related to trade, finance, taxation, economic development and other subjects, and makes contributions to international financial institutions; advises on policies relating to federal-provincial fiscal and economic relations, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments; administers statutes relating to guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

Organization

The Department has six branches: Fiscal Policy and Economic Analysis; Tax Policy and Legislation; Federal-Provincial Relations and Social Policy; International Trade and Finance; Economic Programs and Government Finance; and Consultations and Communications Branch. Each branch has divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Anti-Dumping Tribunal, the Tariff Board, the Department of Insurance, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

As well, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

Access Procedures

Please address any requests and enquiries concerning the *Privacy Act* to:

Access to Information and Privacy Co-ordinator
Department of Finance
Place Bell Canada
160 Elgin Street
Ottawa, Ontario
K1A 0G5

Personal Information Banks

Complaints and Representation Bank

FIN-P10

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to budgets, departmental programs and activities. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Files are retained for five years, then treated according to the retention and disposal schedules of the Department.

IND = 93,000/ADP = m/DATE = 84-04-01

Consultations and Communications Branch

Access Requests Files

FIN-P20

This bank contains requests under the *Access to Information Act* submitted by individuals, to access records under the control of the Department of Finance, the replies to such requests, and any other information relevant to the processing of the requests. This bank is used to process requests, and for research and statistical purposes.

DATE = 84-04-01

Privacy Requests Files

FIN-P30

This bank contains the requests submitted under the *Privacy Act*, the replies to such requests and any other information relevant to the processing of the requests. This bank is used to process requests, and for research and statistical purposes.

DATE = 84-04-01

International Trade and Finance Branch

Tariffs

FIN-P40

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to tariff items. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation.

Records pertaining to tariff items that contain a wide range of goods or have a large volume of trade are retained for a period of 25 years in the Department and then transferred to the Public Archives for selective retention. Standard items are retained in the Department for a period of 15 years and then destroyed. Records pertaining to tariffs, general series are retained for a period of ten years in the Department and then destroyed.

ADP = m/DATE = 84-04-01

Economic Programs and Government Finance Branch

Energy and Resource Policy
FIN-P50

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to resource programs, agriculture, environment, water or minerals. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Records pertaining to resource programs and fisheries are retained for a period of three years in the Department and then destroyed. Records pertaining to environment are retained for a period of ten years in the Department and then destroyed. Records pertaining to minerals are retained for a period of five years in the Department and then destroyed.

ADP = m/DATE = 84-04-01

Economic Programs and Government Finance Branch

Fiscal Policy and Economic Analysis Branch

Capital Markets and Government Finance
FIN-P60

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to financial operations, grants, the *Interest Act*, capital markets, financial markets, debt management, bonds, government financing abroad, treasury bills, financial institutions, Bank of Canada, chartered banks, co-operative credit associations, Federal Business Development Bank, insurance, mortgage corporations, sales, finance and consumer loan companies, small loans, trust and loan companies, government finance, public accounts, Olympic Organization Committee (1976), Canada Pension Plan Investment Fund, Royal Commission on Banking and Finance (Porter Commission), guaranteed loans, farm improvement loans, Small Business Loan Program, Crown corporations and departments. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Records pertaining to financial operations, general series; government finance, government annuities; the Canada Council, financial; and the Canada Mortgage and Housing Corporation are retained for a period of ten years in the Department and then destroyed. Records pertaining to Bank of Canada — Currency — Counterfeiting, are retained for a period of 20 years in the Department and then destroyed. Records pertaining to the Royal Commission on Banking and Finance (Porter Commission); and Crown corporations, and the Federal Mortgage Exchange Corporation are retained for a period of ten years in the Department and then transferred to the Public Archives for selective retention. Records pertaining to financial operations, small business financing; grants; the *Interest Act;* capital markets; financial markets; debt management; bonds; Canada Savings Bonds; treasury bills; wartime loans and bonds; the Bank of Canada, general series, legislation, currency, directors and officers appointments; chartered banks; co-operative credit associations; Federal Business Development Bank; insurance companies, general series; mortgage corporations; sales, finance and consumer loan companies; small loans; trust and loan companies; public accounts; Canada Pension Plan Investment Fund; guaranteed loans; farm improvement loans; Small Business Loan Program; Canadian National Railways; Farm Credit Corporation; National Harbours Board and the Royal Canadian Mint are retained for a period of two years in the Department and then destroyed. Records pertaining to perpetual bonds are retained indefinitely. Records pertaining to financial institutions; insurance; the Olympic Organization Committee; Crown corporations, general series; Air Canada; the Canada Deposit Insurance Corporation; the Canada Development Corporation; the Canadian Wheat Board; the Canadian Broadcasting Corporation; the Cape Breton Development Corporation; the Company of Young Canadians; the St. Lawrence Seaway Authority; the Telesat Corporation and the Unemployment Insurance Commission are retained for a period of two years in the Department and then transferred to the Public Archives for selective retention.

ADP = m/DATE = 84-04-01

Economic Programs and Government Finance Branch

Economic Development
FIN-P70

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to economic development, computer communications, electrical power, industrial development, nuclear power, regional development, regulatory policies, science, search and rescue, telecommunications and transportation. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Records pertaining to economic development; industrial development, long-range patrol aircraft, development of pollution abatement technology, Enterprise Development Program, metric conversion, sectors, general series, shipbuilding, textiles, tourism, small businesses, research and development; nuclear power; regional development; regulatory policies, bankruptcy; search and rescue; telecommunications, general series; and transportation (excluding freight) are retained for a period of five years in the Department and then destroyed. Records pertaining to computer communications; industrial development, general series, government procurement, incentive programs, sectors, automotive; regulatory policies, competition, patent law; science; telecommunications, cablevision, radio and television; transportation and freight are retained in the Department for a period of five years and then transferred to the Public Archives for selective retention.

ADP = m/DATE = 84-04-01

Tax Policy and Legislation Branch

Tax Policy
FIN-P80

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to commodity taxes, income tax, tax policy, international taxation, remissions of taxes, the Royal Commission on Taxation and the White Paper on Tax Reform. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Records pertaining to commodity tax, general series, clothing and footwear; oil export tax; income tax, deferred and other income arrangements, trusts, international taxation, and Canadian tax agreements with the United Kingdom are retained for a period of five years in the Department and then transferred to the Public Archives for selective retention. Records pertaining to commodity taxes, commodity tax review group submissions and small manufacturers are retained for a period of ten years in the Department, then destroyed. Records pertaining to commodity taxes, licensing and registration are retained for a period of ten years in the Department, then transferred to the Public Archives for selective retention. Records pertaining to the Royal Commission on Taxation are retained for a period of 20 years in the Department, then destroyed. Records pertaining to commodity taxes, compliance and collection, federal-provincial considerations, federal sales tax, burial items, household and personal hygiene, non-profit organizations, products of mines and quarries, mobile homes, base, construction materials and equipment for buildings, coverings and containers, educational, technical, cultural, religious and literary, energy conservation products, farm and forest products, foodstuffs, fuels and electricity, gasoline and diesel fuel, goods affected by metric conversion, goods enumerated in customs tariff items, goods manufactured in institutions, health goods, marine and fisheries, municipalities, purchase by manufacturers, sports equipment, transportation and construction equipment, liability for tax, refunds, credits, drawbacks and remissions, special excise tax, electronic equipment, insurance, jewellery, smokers accessories, films, air transportation, alcohol and tobacco products, energy, valuation of goods; income tax, general series, publications, revenues and expenditures, administration and enforcement, appeals, assessments, payments and returns, business and property, general series, deductions, land and real estate, special cases, capital cost allowances, capital gains and losses, charities, corporations and shareholders, special rules, deferred and other income arrangements, excess profits tax, non-residents, office or employment, partnerships, pensions and retirement plans, personal, deductions, education, exemptions, income maintenance, special groups, political contributions, resources; international taxation, general series, Canadian tax agreements with other countries, Canadian tax agreements with the United States, international organizations, within other countries, within the United Kingdom, within the United States; remission of taxes; and the White Paper on Tax Reform; are retained for a period of five years in the Department and then destroyed.

ADP = m/DATE = 84-04-01

Fiscal Policy and Economic Analysis Branch

Fiscal Policy
FIN-P90

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to budgets, fiscal policy and inflation. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Records are retained for ten years in the Department and then destroyed (subject to Public Archives' approval).

ADP = m/DATE = 84-04-01

Federal Provincial Relations and Social Policy Branch

Social Development
FIN-P100

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to manpower policy, employment and unemployment, labour and training. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making representation. Records are retained for ten years in the Department and then destroyed (subject to Public Archives' approval).

ADP = m/DATE = 84-04-01

Federal-Provincial Relations
FIN-P110

The purpose of this bank is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Minister with respect to the Constitution of Canada, education, fiscal arrangements, off-shore mineral rights and taxation. The bank contains the name, address and telephone number of the person and agent, if any, lodging the complaint or making a representation. Records pertaining to education are retained for a period of three years in the Department and then transferred to the Public Archives for selective retention. Records pertaining to fiscal arrangements and taxation are retained for a period of five years in the Department and then transferred to the Public Archives for selective retention. Records pertaining to off-shore mineral rights are retained for a period of ten years in the Department and then transferred to the Public Archives for selective retention.

ADP = m/DATE = 84-04-01

Administration Branch

Applications for Employment
FIN-P120

This bank serves as a reference for any application received requesting employment with the Department of Finance. These requests usually consist of a letter containing such information as an individual's name, address, education and experience. These applications are screened if positions become available. The bank is used to store papers and documents received from applicants. Records are retained for two years, then destroyed.

ADP = m/DATE = 84-04-01

Overall Responsibilities

The Department of Fisheries and Oceans has as its primary duty the promotion and undertaking of programs designed to improve the management and sustained economic utilization of the marine and aquatic renewable resources of the nation. The departmental organization has two principal components: Fisheries Management, and Ocean and Aquatic Sciences.

Fisheries Management is responsible for the conservation and development of the fisheries and their associated economic implications, for the promotion, assistance and conduct of research relating to the environmental, economic and social aspects of commercial and recreational fisheries and fishermen, for the operation of small craft harbours, as well as for the negotiation of international arrangements governing fisheries operations.

Ocean and Aquatic Sciences is responsible for the conduct of a research program in physical, chemical and biological oceanography and limnology, for the provision of adequate, related data services to meet national and international requirements, for the promotion and support of international co-operation on the study and use of the ocean seabed and resources thereof, for the conduct of hydrographic surveys directed towards the production of navigation, resource and recreational charts, as well as for the systematic development and provision of knowledge of the marine environment.

Access Procedures

Privacy Co-ordinator
Fisheries and Oceans
14th Floor
200 Kent Street
Ottawa, Ontario
K1A 0E6

Personal Information Banks

Fisheries Experimental Data System
FO-P10

The Fisheries Experimental Data System is a prototype data base, bringing together the machine readable data files of the three Atlantic regions (Quebec, Maritimes, and Newfoundland) to determine users and their demands. This data base includes all personal data on individuals, such as name, address, social insurance number, salary and other occupations, presently maintained regionally, concerning Fishermen Licence Data, Vessel Licence Data, Catch Data, Landings Data, and Effort Data. A similar data base is being developed for the Pacific region. This bank is maintained at headquarters by the management services branch and is used as a policy instrument and information system. The life span of the information contained in the Fisheries Experimental Data System is indefinite.

IND = 110,000/ADP = c/DATE = 84-04-01

Prices Support Programs
FO-P20

The Fisheries Prices Support Board is responsible for investigating and, where appropriate, for making deficiency payments to fishermen on specific species. When programs are approved, fishermen are invited to complete an application form requesting deficiency payments on the approved species. The application form includes the name, address, social insurance number of each applicant and the quantities and value of the approved species sold during a given period. The information covers commercial fishermen across Canada who have received deficiency payments directly from the Fisheries Prices Support Board. Individuals requesting information from this bank should identify the species on which they have received deficiency payments from the Fisheries Prices Support Board. The information in the bank is kept active for a period of five years.

IND = 2,000/ADP = m/DATE = 84-04-01

Commercial Fishermen's Licencing and Vessel Registration
FO-P30

The purpose of this bank is to administer and monitor commercial fishing activities. The bank contains an alphabetical listing of commercial fishermen - name, address, social insurance number, type of fishing licence held, vessel registration and other vessel data, appeals, grievances, investigation reports, requests or denials concerning fishing privileges, location of fishing activity, general correspondence, etc. Individuals identified in the bank are licenced commercial fishermen in Canada. The bank is established on a regional basis and is used to determine eligibility of fishermen to fish in restricted fisheries subject to management programs. Life span of records is indefinite.

IND = 106,400/ADP = h/DATE = 84-04-01

Fishing Vessel Insurance Program
FO-P40

The purpose of this bank is to provide financial protection to fishermen for loss or damage to fishing vessels resulting from the perils of the seas. This is a voluntary insurance coverage which is made available to all commercial fishermen in Canada, at premium rates commensurate with the risk. This bank contains data such as complete files on individual vessels, owners, values, premium rates, policies, indebtedness and assignments to lending institutions, banks, individuals, suppliers, etc. and complete records of all claims for loss or damage and indemnities paid. The bank is established on a regional basis. These files are retained for the duration of the policy, plus three years of inactive life. Insurance files containing claims are kept indefinitely.

IND = 7,556/ADP = h/DATE = 84-04-01

Manuscript Reviews
FO-P50

The primary uses of this data bank are to record receipt, review and appraisal of manuscripts selected for publication or rejection, and to maintain a list of qualified referees. Consistent use of published manuscripts is made through publication of abstracts in technical indexes. Records are maintained for six years following file closure except for information on referees, which is maintained for as long as the individual is available as a reviewer. This bank is managed by the scientific information and publications branch.

IND = 3,200/ADP = m/DATE = 84-04-01

Fisheries and Marine Science Subvention Program
FO-P60

The primary use of the bank is to record receipts and decisions concerning applications for grants. It contains personal and professional histories supplied by applicants, evaluations of proposals, and ongoing assessments of project success, relevance and the desirability of continued support prepared by departmental liaison officers. Basic project data is supplied to Statistics Canada and the National Research Council, for statistical analyses. Where an application is rejected, records will be maintained for two years. If a grant is made, records are held for five years following completion of the project.

IND = 550/ADP = m/DATE = 84-04-01

Department of Fisheries and Oceans

Fishing Vessel Subsidy Program
FO-P70

This bank consists of applications for subsidies to build, modify or convert fishing vessels. The applications are made by fishermen and fishing companies, and the information is used to determine whether elegibility criteria are met. Information for determining future funds required by the program is also derived from these applications. The information is maintained regionally and is kept active for a period of five years.

IND = 2,500/ADP = m/DATE = 84-04-01

Loans Program
FO-P80

The loans program is an information bank on unincorporated and incorporated fish-processing businesses that have been granted federal government loans. The data reflect the principal amounts of each loan, financial statements of the borrowing companies, loan agreements, and other pertinent information about the operation and performance of each company with respect to outstanding government loans. The information is used to determine eligibility for future loans. The bank is managed by the operations branch of the Industry Services Directorate and is maintained at headquarters on a continuing basis.

IND = 175/ADP = m/DATE = 84-04-01

Fisheries and Oceans Science Human Resources
FO-P90

The main objective of this bank is to establish and maintain a registry of scientific, technical and management personnel from government, industry and universities who wish to be considered for participation in future fisheries and oceanographic aid projects. The information on each person includes address, number of dependents, education and relevant work experience, and is used to determine eligibility for future projects. This data base is maintained at headquarters on a continuing basis and is managed by the International Directorate.

IND = 1,000/ADP = c/DATE = 84-04-01

Fish Health Officers
FO-P100

This is a list of the names and addresses of individuals qualified to inspect and certify fish culture facilities, in order to ensure the health protection of fish. The list is maintained at headquarters, on a continuing basis and is controlled by the fisheries research branch.

IND = 119/ADP = m/DATE = 84-04-01

Request Data Base
FO-P110

This bank is managed by the marine environmental data service branch, and consists of all the records of requests for services submitted by private individuals, consulting and other companies, government and international agencies. The data recorded include the names, addresses and affiliations of those who request the services, the nature and geographic area of the operations in which they are involved, as well as the purpose for requesting the services. The information is maintained at headquarters on a continuing basis, and is used both as a record of services supplied and as a means to analyze the future needs of users.

IND = 1,800/ADP = h/DATE = 84-04-01

Fish Chilling Assistance Records
FO-P120

This bank contains application forms and contracts for assistance in the construction and equipping or modification of a fish chilling facility. Specific information contained on file includes location and type of proposed facility, fish production, ice production and storage of existing plant, water and electrical supply details, equipment specifications and costs, ownership proof, site plans yearly equipment audits, approval letters, internal payment requests, and all correspondence with the applicants. It is mainly used to provide documentation and justification for the purpose of processing applications for financial assistance under the fish chilling assistance program. Fish chilling assistance was initiated in 1974 and terminated in March 1979. Yearly audits will continue until 1984. The files will remain active until 1984.

IND = 116/ADP = m/DATE = 84-04-01

Fishing Vessel Assistance Plan
FO-P130

This bank contains the name and address of the applicant, and social insurance number, and the name and address of the shipbuilder or supplier. The bank also contains the applicant's experience, a description of the vessel to be replaced, a description of the new ship, proposed financing and other information. The records are retained for an indefinite period.

IND = 305/ADP = m/DATE = 84-04-01

Canadian Saltfish Corporation

Fishermen's Records
FO-P140

This bank provides data on purchases of fish by the corporation from fishermen in the areas it serves: Newfoundland, Labrador and designated areas in the Province of Quebec. The data are detailed as to quantities and values for each fisherman, who is described by name, address and social insurance number. This information is used for administrative and statistical purposes; providing reports as to areas, grades and sizes, and values of fish purchases by the corporation. It is also used as a basis of distribution of additional payments to be made as a result of the corporation's operations. The information is maintained regionally on a continuing basis.

IND = 7,000/ADP = h/DATE = 84-04-01

Foreign Investment Review Agency

Background

The Foreign Investment Review Agency (FIRA) was established in 1974 to advise and assist the minister responsible for the administration of the *Foreign Investment Review Act*. The Act came into force in two phases: Phase I in 1974 and Phase II in 1975. Phase I covered the acquisition of control of Canadian business enterprises by foreign individuals, corporations, governments or groups containing foreign members; Phase II extended the application of the Act to the establishment of new businesses in Canada either by foreign persons who do not already have a business in Canada, or by foreign persons who already have an established business in Canada, if the new business is unrelated to the established business. The Agency advises and assists the responsible minister, who recommends decisions to the Governor in Council, who then decides whether proposed foreign investments will be allowed or disallowed.

Access Procedures

Please address any enquiries to:

Co-ordinator
Access to Information and Privacy
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9603

Great Lakes Pilotage Authority, Ltd.

Background

The Great Lakes Pilotage Authority, Ltd. was established and incorporated in 1972 as a subsidiary of The St. Lawrence Seaway Authority. It is deemed to be a Schedule "D" Crown Corporation within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Quebec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the Province of Ontario and Manitoba. (Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a Memorandum of Arrangements between Canada and the United States of America.) Further, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Authority's head office is located in Cornwall, Ontario. The Eastern District Operations office is located at the headquarters in Cornwall, Ontario and the Western District Operations office is located in St. Catharines, Ontario. All management services (administrative, personnel, financial, procurement) are provided by the head office in Cornwall, Ontario.

Access Procedures

Any enquiries under the *Privacy Act* should be addressed to:

Manager
Finance and Administration
Great Lakes Pilotage Authority, Ltd.
P.O. Box 95
4th Floor,
132 Second Street East
Cornwall, Ontario
K6H 5R9

Personal Information Banks

Service Contracts
GLPA-P10

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service.

DATE = 84-04-01

Procurement
GLPA-P20

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number and the name and address of supplier.

DATE = 84-04-01

Accounts Receivable Files
GLPA-P30

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms, individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is six years. Access to this bank will require a name and address.

DATE = 84-04-01

Accounts Payable Files
GLPA-P40

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require a name, address and the date of the account.

DATE = 84-04-01

Application for Employment File
GLPA-P50

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name, address and date of birth.

DATE = 84-04-01

Register of Pilots
GLPA-P60

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on physical characteristics, licences, certificates and accidents. The retention period for this bank is indefinite. Access to this bank will require a name and address.

DATE = 84-04-01

Immigration Appeal Board

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976, to hear appeals made under the Act, and to consider the redetermination of claim to Convention refugee status. Under the Act, the Board consists of not less than seven and not more than 18 members who are appointed by the Governor-in-Council. The present Board consists of the Chairman, five Vice-Chairmen and 11 other members. A quorum of the Board is not less than three members, one of whom must be the Chairman or Vice-Chairman.

Organization

Headquartered in Ottawa, the Board has permanent regional courts in Ottawa (the National Capital Region), Montreal (Quebec and the Maritimes), Toronto (Ontario) and the Vancouver (British Columbia and the Yukon). A permanent registry office is located in Winnipeg and serves the Prairies and Western Canada. The Board travels to other cities in Canada as the volume of cases warrants.

The Board is supported by an Operations Branch (Secretariat) with three regional offices.

The Board hears appeals made by: permanent residents of Canada or Convention refugees who have been ordered deported; persons holding a valid visa who are refused entry into Canada; the Minister of Employment and Immigration when he is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; Canadian citizens who have sponsored an application for landing in Canada by a member of the family class which has been refused.

Persons who have made a claim to be a Convention refugee within the meaning of the UN Convention relating to the Status of Refugees, and whose claim has been refused by the Minister of Employment and Immigration may apply to the Board for a redetermination of that claim.

The Board is a court of record and appeals; applications and related proceedings are heard in open court except where, at the request of one of the parties to an action, the Board in its discretion directs that the proceedings shall be in camera.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

In making its decisions, the Board is bound by the legislation and the ensemble of Canadian immigration jurisprudence and relevant decisions and interpretations of higher courts; its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

Hearings are open to the public. The record of any proceeding before the Board is public information and access is provided by the registrar on request (except in the very few cases where the proceedings are in camera).

Access Procedures

General inquiries of an informal nature should be directed to:

National Capital Region, Quebec and the Maritimes
Registrar
200 Dorchester West
East Tower, 1st Floor
Montreal, Quebec
H2Z 1X4

Ontario
Registrar
1235 Bay Street, 6th Floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada
Registrar
P.O. Box 1543
Main Post Office
Winnipeg, Manitoba
R3C 2Z4

British Columbia and the Yukon
Registrar
16th Floor, Suite 1600
800 Burrard Street
Vancouver, British Columbia
V6Z 2J9

Formal requests under the *Privacy Act* must be made in writing to:

Access and Privacy Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1

Personal Information Banks

Operations Branch

Immigration Appeal Board Records
IAB-P10

The purpose of these files is to record the proceedings before the Immigration Appeal Board. The record contains all of the documentation related to the processing of any action before the Immigration Appeal Board, including all of the papers, submissions, evidence and exhibits provided by the parties to the action prior to, during and after the hearing. Decisions of the Board, the reasons for the decision, notices of any proceeding before a higher court and decisions of higher courts form part of the record. Information obtained from other sources is considered by the Board only where it is submitted in court, with the knowledge of both parties to the action. The Immigration Appeal Board's records are arranged numerically and by subject. The record is used for decision-making purposes. Extracts from the record may appear in the Immigration Appeal Board Index of significant or precedent-setting decisions of the Immigration Appeal Board or of a higher court. Hearings before the Board (except in camera hearings) are open to the public. A perpetual record, a résumé of the proceedings, is maintained in all cases. The case file is maintained in the regional office where the case is heard for six months before it is referred to the Public Archives, where it is retained a further five years.

ADP = m/DATE = 84-04-01
LOC = Ottawa, Regional

Department of Indian Affairs and Northern Development

Overall Responsibilities

The Department was established under Section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and National Resources, and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The federal government's legislative responsibilities for Indian and Inuit derive from Section 91 (24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the *Indian Act*, which remains the major expression of federal jurisdiction in this area, was passed and a series of treaties was concluded between Canada and various Indian Bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

The major pieces of legislation for which the Minister is responsible include the *Indian Act;* the *James Bay and Northern Quebec Native Claims Settlement Act;* the *Indian Oil and Gas Act;* the *Yukon Act;* the *Northwest Territories Act;* the *Land Titles Act;* the *Public Lands Grant Act;* the *Canada Land Surveys Act* Part III; the *Territorial Lands Act;* the *Northern Inland Waters Act;* the Northern Flood Agreement; the *Arctic Waters Pollution Prevention Act;* the *Dominion Water Power Act;* the *Oil and Gas Production and Conservation Act;* the *Yukon Placer Mining Act;* the *Yukon Quartz Mining Act;* the *Northern Canada Power Commission Act;* the Alberta Natural Resources Act; British Columbia Indian Reserves Mineral Resources Act; Canada Oil and Gas Act; *the* Caughnawaga Indian Reserve Act; *the* Department of Indian Affairs and Northern Development Act; Fort Nelson Indian Reserve Minerals Revenue Sharing Act; *the* Indian Lands (Settlement of Differences) Act; Indian (Soldier Settlement) Act; Lac Seul Conservation Act; *the Lake of the Woods Control Board Act;* the *Manitoba Natural Resources Act;* the *Manitoba Supplementary Provisions Act;* the *New Brunswick Indian Reserves Agreement Act;* the *Nova Scotia Indian Reserves Agreement Act;* the *Railway Belt Act;* the *Railway Belt and Peace River Blood Act;* the *Railway Belt Water Act;* the *Refunds (Natural Resources) Act;* the *St. Peters Indian Reserve Act; St. Regis Indian Reservation Act;* the *Saskatchewan and Alberta Roads Act;* the *Saskatchewan Natural Resources Act;* The *Songhees Indian Reserve Act;* and various Appropriation Acts, such as the *Northern Mineral Exploration Assistance Regulations* and *Prospector's Assistance Terms and Conditions Orders.*

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: to initiate, encourage and support measures that will respond to the needs and aspirations of Indian people and Inuit, and that will improve their social, cultural and economic well-being; to encourage the orderly economic and political development of the Northwest and Yukon Territories, and to co-ordinate all federal activities in the two territories; to ensure that lawful obligations to Indian people are met and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Access Procedures

The Department encourages requestors to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information contact the departmental or regional co-ordinator.

If the formal access route is used, requestors will complete a Request for Access to Records Form available at national, regional and district offices. The completed form should be forwarded to the Regional Privacy Co-ordinator for your area for national or regional data banks, and to headquarters for data banks which are only located at headquarters. The location for data banks is indicated under each specific bank. However, if you have any problems in identifying the location, the application should be forwarded to the departmental Privacy Co-ordinator.

Please address requests to one of the following:

Headquarters

Departmental Privacy Co-ordinator
Les Terrasses de la Chaudir̀e
Ottawa, Ontario
K1A 0H4

Indian and Inuit Affairs Regional Offices

Atlantic
40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia
B4H 3Z3

Ontario
Sir Arther Meighen Building, Fifth Floor
55 St. Clair Avenue East
Toronto, Ontario
M4T 2P8

Quebec
320 est, Rue Saint-Joseph
P.O. Box 3725
Saint-Roch, Quebec
G1K 7Y2

Manitoba
275 Portage Avenue, Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan
2332-11th Avenue
Regina, Saskatchewan
S4P 2G7

Alberta
9942-108th Street
Edmonton, Alberta
T5K 2J5

British Columbia
800 Burrard Street, Suite 1000,
P.O. Box 1000,
Vancouver, British Columbia
V6Z 2J3

Northwest Territories
P.O. Box 2760
4914-50th Street
Yellowknife, Northwest Territories

X0E 1H0

Yukon
Federal Building, Room 305
Whitehorse, Yukon
Y1A 2B5

Northern Affairs Regional Offices

Northwest Territories
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

Yukon
200 Range Road
Whitehorse, Yukon
Y1A 3V1

Personal Information Banks

The organizational structure of the Department is divided into five operative program areas, each headed by an Assistant Deputy Minister: Indian and Inuit Affairs; Northern Affairs; Office of Native Claims; Finance and Administration (including Personnel Services); and Corporate Policy.

Indian and Inuit Affairs Program

Social Development Directorate

Income Maintenance
INA-P10

The purpose of this bank is to record operational and accounting information pertaining to social assistance and services. This bank contains information on recipients and/or dependents and social assistance benefits received by individuals applying for social assistance from the Indian and Inuit Affairs Program. Occasionally the bank may contain medical and social worker reports. The bank is used to regulate, monitor and evaluate the program, to assist in budgeting and to provide input information to other departmental programs. Records are retained for five years.

IND = 200,000/ADP = m/DATE = 84-04-01
ID = Family number, SIN/LOC = Ottawa

Family and Children Services
INA-P20

The purpose of this bank is to record information on Family and Children Services and assist in planning for registered Indian children, where care is being provided by provincial or private agencies. The bank contains financial, case movement and planning data including information by third party, and social workers' and medical reports. Individuals identified in the bank are Indian children and their family for whom the Department accepts financial responsibility. This bank is used to regulate, monitor evaluate and plan the Family and Children Services Program and input for other social and education programs. Records are retained for five years.

IND = 7,500/ADP = m/DATA = 84-04-01
ID = Family Number, Name/LOC = Region, Band

Adult Care
INA-P30

The purpose of this bank is to record Adult Care Services (care of aged and infirm, rehabilitation and corrective services). The bank contains care information and occasionally medical and social worker reports for eligible registered Indian adults. The bank is used to control, monitor and evaluate the service and input information to other social service programs. Records are retained for five years.

IND = 1,800/ADP = m/DATE = 84-04-01
ID = Name, Band number/LOC = Region, Band

Housing and Band Support Branch

Indian and Inuit Off-Reserve Housing Assistance Program
INA-P40

The purpose of this bank is to establish a record of Indian off-reserve and Inuit housing. The bank contains personal and financial information on registered Indians and Inuits, and is used to monitor loans and evaluate the program. Records are retained for 30 years.

IND = 2,550/ADP = h/DATE = 84-04-01
ID = Name, Band/LOC = Ottawa, Region

Residence/Group Home Enrolment Report
INA-P50

This bank is established to assist in forecasting, budgeting and planning for the future accommodation needs for those students living in residences or group homes under the auspices of this Department. Records in the bank contain demographic information on students. Records are retained for five years.

IND = 2,000/ADP = m/DATE = 84-04-01
ID = Name /LOC = Region

Boarding Homes
INA-P60

The purpose of this bank is to record information on students living in boarding homes under the Department's auspices, and data on the boarding homes. It is used to regulate, monitor and evaluate the program. Records are retained for five years.

IND = 25,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Region

On-Reserve Housing Program
INA-P70

The purpose of this bank is to establish records of loans for housing, from Canada Mortgage and Housing Corporation (CMHC) or NHA approved lenders, to registered Indians living on reserves. The bank contains personal information and loan details and is used to monitor individual loans and evaluate the program. Records are retained for 30 years.

IND = 2,000/ADP = m/DATE = 84-04-01
ID = Loan number, Name, Band/LOC = Ottawa, Region, CMHC Offices

Subsidy Housing Program
INA-P80

The purpose of this bank is to establish records of subsidies provided to on-reserve registered Indians for housing construction and repairs. The bank contains personal information and subsidy detail and is used to regulate, monitor and evaluate the program. Records are retained for 30 years.

IND = 20,000/ADP = m/DATE = 84-04-01
ID = Family number, Band/LOC = Ottawa, Region

Membership and Statutory Requirements Directorate

Indian Membership System
INA-P90

This bank consists of the Indian Register. The purpose of the information in this bank is to maintain an official record of all persons who are registered as Indians in accordance with the *Indian Act*. This information can be used to prepare lists containing data for administering provisions of the *Indian Act*, for administering programs for Indian people by this and other departments, and for statistical purposes. It can also be used, upon request by provinces, to compile lists of Indians who may be selected to serve as jurors in the courts. Records are retained for 75 years.

IND = 330,000/ADP = h/DATE = 84-04-01
ID = Name, Band number/LOC = Ottawa, Region

Indian Membership
INA-P100

The purpose of this bank is to maintain statistical data from the Indian Membership System (which records Indian Status and Band membership) and produce vital statistics and other demographic data. This information is required in the administration of the *Indian Act*, in the administration of programs for Indians and for statistical purposes. This bank was formerly part of the Indian Membership System. Records are retained for 75 years.

IND = 330,000/ADP = h/DATE = 84-04-01
ID = Name, Family number, Band number/LOC = Ottawa

Treaty Obligations
INA-P110

The purpose of this bank is to keep records of payments and other benefits made to Indians or Bands eligible under specific treaties. It contains personal and financial information. Records are retained for 75 years.

IND = 200,000/ADP = m/DATE = 84-04-01
ID = Name, Band number/LOC = Ottawa, Region

Lands Directorate

Indian Lands Registry
INA-P120

The purpose of this bank is to provide a permanent record of transactions affecting Indian lands as required by sections 21 and 55 of the *Indian Act*. The bank is a depository of instruments and documents, granting or changing interests in Indian reserve and surrendered lands, and includes information about the title to or status of lands, the holders of interest and the dates and nature of the interests. Records are retained indefinitely.

IND = 150,000/ADP = m/DATE = 84-04-01
ID = Name, Registration number/LOC = Ottawa

Suspense Accounts (Rental)
INA-P130

The purpose of this bank is to record advance rental payments pending receipt of approved rental agreements. The bank contains personal and financial information for Indian bands as defined by the *Indian Act* and locatees. This bank is used to monitor and control leasing agreements. Records are retained for 75 years.

IND = 2,000/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Indian Lease Billing System (formerly Land Lease Files)
INA-P140

This bank is used to record and control lease agreements. Individuals and companies identified are holders of leases of Indian lands, as defined in the *Indian Act*. Records are retained for 75 years.

IND = 6,400/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Education Directorate

Elementary and Secondary School/Nominal Roll System
INA-150

The purpose of this bank is to record information on elementary and secondary school students for whom the Department is responsible. The bank contains demographic and general school information on students being educated by the Department. The bank is used in monitoring and evaluating the program and as input to other departmental education programs. Records are retained for five years.

IND = 97,000/ADP = h/DATE = 84-04-01
ID = Family number, Name/LOC = Ottawa, Region

Continuing Education Information System (CEIS)
INA-P160

The purpose of this bank is to record post-secondary educational services provided to Indians and Inuits. The bank contains personal and academic records on registered Indians and Inuit and is used in regulating, monitoring and evaluating the program and input to other departmental educational programs. The information in this bank is also used for providing selective lists of students and/or graduates to employers wishing to contact and select academically qualified Indians and Inuit for employment in various occupational categories. The personal information will be comprised of name, band affiliation, field of study, date of graduation (or expected date of graduation) and post-secondary institution attended. Records are retained for five years.

IND = 15,000/ADP = h/DATE = 84-04-01
ID = Name, Family number, Band number/LOC = Ottawa

Principal's Monthly Report
INA-P170

The purpose of this bank is to report on school activities and evaluate school operations pertaining to Indian and Inuit students only. The bank contains information pertaining to school attendance, admissions and withdrawals, including general school operations. Individuals identified in this bank are the students and staff of the Department's school. Records are retained for five years.

IND = 10,000/ADP = m/DATE = 84-04-01
ID = Name School/LOC = Region, District

Scholarships
INA-P180

This bank is established to record scholarships awarded to eligible Indian students. The bank contains personal and scholarship information used in monitoring and evaluating the program. Records are retained for five years.

IND = 25/ADP = m/DATE = 84-04-01
ID = Name/LOC = Saskatchewan Region

Contracts
INA-P190

The purpose of this bank is to establish a record for those individuals under business, janitorial and para-professional contracts. Data in this bank pertains to the contract and includes personal information for those persons who tendered or who were consulted. Records in the bank are used in regulating, monitoring and evaluating contracts. Records are retained for 30 fiscal years after completion and non-renewal of contract.

IND = 5,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Regions

Applicant Inventories for Teachers
INA-P200

The purpose of this bank is to maintain a record of applications from persons wishing to teach. It contains résumés, applications, work histories, education, and recommendations. Records are retained for two years.

IND = 3,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Regions

Resource, Economic and Employment Development Branch

Vocational, Apprenticeship, and On-the-Job-Training
INA-P210

The purpose of this bank is to record training services provided to Indians and Inuit. The bank contains personal and training information on registered Indians and Inuit and is used in regulating, monitoring and evaluating the program and as input to other departmental education programs. Records are retained for five years.

IND = 25,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Cultural Grants
INA-P220

The purpose of this bank is to monitor and evaluate the program for the issuance of cultural grants. The bank contains personal information pertaining to cultural grants. Indian artists are typical examples of recipients. Individuals identified in this bank are restricted to registered Indians and Inuit seeking consideration under the program. Grants are provided to assist the preservation, growth and expression of Indian and Inuit culture. Records are retained for six fiscal years after completion of a cultural project.

IND = 2,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa, Region

Indian Economic Development Fund (Loans)
INA-P230

The purpose of this bank is to keep records of the Indian Economic Development Fund, and to control and evaluate fund transactions. It contains personal and financial information about Indians, as defined in the *Indian Act*, or other persons who qualify for the Economic Development Fund loans. Records are retained for 75 years after repayment of loan.

IND = 6,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa, Region

Reserves and Trusts Branch

Band Trust Funds Capital and Revenue Accounts
INA-P240

The purpose of this bank is to record transactions of funds for Indian band capital and revenue accounts. The bank contains personal identification and financial information for Indian bands, as defined in the *Indian Act*. This bank is used in monitoring and for the evaluation of the program at the band level. Records are retained for 75 fiscal years.

IND = 1,150/ADP = h/DATE = 84-04-01
ID = Band number/LOC = Ottawa, Region

Indian Estates and Savings Accounts
INA-P250

The purpose of this bank is to establish official records of Indian estates and savings. The bank contains individual identification, records of financial transactions and some medical information for Indians, as defined in the *Indian Act*. This bank is used in the administration and settlement of Indian estates and savings. Records are retained for 75 years after account is closed.

IND = 11,000/ADP = h/DATE = 84-04-01
Id = Name/LOC = Ottawa, Region

Indian Per Capita Distribution Funds
INA-P260

The purpose of this bank is to record entitlements and per capita interest distribution in consolidated funds held in the Bank of Canada. It contains personal and financial information concerning eligible Indians as defined in the *Indian Act*. The bank is also used to meet *Indian Act* financial obligations. Records are retained for 75 years.

IND = 12,000/ADP = m/DATE = 84-04-01
ID = Name, Band number/LOC = Ottawa, Region

Northern Affairs Program

Northern Policy and Programming Branch

Small Business Loan Fund
INA-P270

The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. It contains personal information on individuals applying for or receiving funds. The file is also used to monitor an individual's repayment. Records are retained for ten fiscal years after the repayment of loan.

IND = 15/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa, Whitehorse/TERM = Dormant

Renewable Resources Branch

Territorial Lands Registry and Lands Administration
INA-P280

The purpose of this bank is to maintain a record of transactions dealing with surface rights to federal crown lands. It contains the Application for Federal Crown Land and supporting documentation. The bank is used to register and monitor administration of sale, lease or other disposition of territorial lands. Records are retained for 75 years.

IND = 2,500/ADP = h/DATE = 84-04-01
ID = Name/LOC = Whitehorse, Yellowknife

Northern Co-ordination and Social Development Directorate

Vocational Counselling Records
INA-P290

The purpose of this bank is to maintain records on northern Indians and Inuit related to vocational counselling. Records are retained for five years.

IND = 1,000/ADP = m/DATE = 84-04-01
ID = Name, SIN/LOC = Ottawa, Whitehorse, Yellowknife

On-the-Job Training
INA-P300

The purpose of this bank is to maintain training agreements between northern natives and the training agency. It contains the period of training, individuals' monthly allowances, and a monthly evaluation by the training agency. Records in the bank are restricted to northern native people and are used to monitor each individual's progress. Records are retained for five years.

IND = 750/ADP = m/DATE = 84-04-01
ID = Name, SIN/LOC = Whitehorse, Yellowknife, Ottawa

Cultural Grants for the Advancement of Inuit Culture
INA-P310

The purpose of this bank is to record information relating to grants for the promotion of Inuit culture. It contains information on individuals applying for cultural grants. Information recorded is limited to those factors on the application. Records in the bank relate exclusively to the Inuit. Records are retained for ten fiscal years after the completion of the cultural project.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Northern Economic Planning Directorate

Inuit Loan Fund
INA-P320

The purpose of this bank is to record applications for Inuit Economic Development loans. It contains personal as well as financial information about individual applicants. Records in the bank are restricted to the Inuit. Records are retained ten fiscal years after the repayment of the loan.

IND = 300/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa, Region

Northern Non-Renewable Resources Directorate

Prospectors' Assistance
INA-P330

The purpose of this bank is to record and maintain applications for Prospecting Assistance Grants. It contains information supplied about applicants according to the Prospectors' Assistance Program Regulations. It is also used to monitor the Prospectors' Assistance Terms and Conditions Orders. Records are retained for six years.

IND = 875/ADP = m/DATE = 84-04-01
ID = Name/LOC = Whitehorse, Yellowknife

Yukon Miners' Medical Records
INA-P340

The purpose of this bank is to continually provide information on miners' medical conditions in the Yukon Territory. It contains the miners' medical reports prepared by examining doctors, chest x-rays and radiologist's reports. The bank is also used in the prevention of health hazards due to exposure to dust in underground and open pit mines. Records are retained for three years after death or 90 years from the date of birth.

IND = 29,900/ADP = m/DATE = 84-04-01
ID = Name/LOC = Whitehorse

Corporate Policy

Inuit Culture and Linguistics Evaluation Study
INA-P345

This bank comprises two sections: (a) Inuktitut Language Development, pertaining to information on all of the 11 Canadian organizations involved in Inuktitut language development, to identify any gaps, overlaps, or duplication of effort with a view to determining what should be INAC's future role in this area; and (b) Inuktitut Magazine, regarding information on the receipt, use and acceptance of the magazine by Inuit households. The bank contains data on the magazine content, orthographies and language preference, and the age, education skills and area of employment of interviews. The information was used to evaluate the effectiveness of the magazine. Records are retained for five years.

IND = 308/ADP = h/DATE = 84-04-01
ID = Name, Telephone number, Name of organization/
LOC = Ottawa

Finance and Administration Program

Technical Services and Contracts Branch

Consulting and Professional Services Inventory
INA-P350

This inventory is a list of a representative number of firms and individuals from whom consulting and professional services can be obtained. The inventory is maintained by firm/individual's name, as well as by fields of expertise and the types of services offered. The inventory is consulted by departmental managers, when a requirement exists for consulting and professional services from the private sector. The retention period is five years.

IND = 1003/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Management Services Branch

Access Request Data Bank
INA-P370

This bank contains the Access Request Forms sent by individuals under the *Access to Information Act*, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. The bank is used for processing access requests only and to report on the number of access requests received annually. Files are retained for two years.

IND = 45/ADP = m/DATE = 84-04-01
ID = Name, Request Number/LOC = Ottawa, Region

Privacy Requests Data Bank
INA-P380

This bank contains the Record Access Requests Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. The bank is used for processing access requests only and to report on the number of access requests received annually. Files are retained for two years.

IND = 5/ADP = m/DATE = 84-04-01
ID = Name, Request Number/LOC = Ottawa, Region

Department of Insurance

Overall Responsibilities

The Department of Insurance is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act*.

The Department is responsible for provision of actuarial advice to other departments of the federal government and performs extensive actuarial services in the valuation of government pension and insurance programs.

The Department is also responsible for administration of the *Civil Service Insurance Act* and the collection of certain premium taxes pursuant to Part I of the *Excise Tax Act*.

Access Procedures

Enquiries concerning the administration of the *Privacy Act* in the Department should be addressed to:

Senior Administrative Officer
Finance and Administration Branch
15th Floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0H2

Personal Information Banks

Civil Service Insurance
INS-P10

Under the *Civil Service Insurance Act*, the Government offered life insurance to its own permanent employees on an optional basis. Issuance of new policies was discontinued in 1954 on introduction of the Supplementary Death Benefit Plan for the Public Service and the Armed Forces. Approximately 5,500 policies currently remain in force. Administration is handled by the Finance and Administration Branch of the Department, at Ottawa headquarters. Information is retrieved manually. Personal information collected when policies were issued was that information necessary to assess the insurability of an individual applicant for insurance. As indicated above, no policies have been issued since 1954. The only personal information collected currently is the information necessary to establish the right of a claimant to receive the death benefit under a policy, on the death of the insured. The files are arranged by policy number, with a cross-reference to an alphabetical index of the names of the insured persons. Files are retained for a period of ten years after a policy becomes a claim, or is surrendered, and are then destroyed.

DATE = 84-04-01

Classes of Personal Information

Practically all of the records held by the Department consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by the Department in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new company that would be supervised by the Department, or information about a policy holder with a complaint against a supervised company. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the company, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Part I of the *Excise Tax Act* imposes a tax on certain property and casualty insurance premiums related to insurance, placed by residents of Canada with unauthorized insurers or with authorized insurers through brokers outside Canada. In carrying out administration of Part I of the Act, some personal information may be accumulated which is not part of the specific personal information bank described in this entry. Most of the insurants subject to the tax are corporations, but for any given year there may also be some individuals subject to tax. The personal information accumulated with respect to such individuals would be information related to insurance premiums subject to tax, such as number of policy, description of risk, net premiums and name of insurer. The information is normally retrievable if the name of the individual and the year involved are provided.

International Development Research Centre

Background

The International Development Research Centre (IDRC) is a public corporation created by the Parliament of Canada in 1970 to support research designed to adapt science and technology to the needs of developing countries. The Centre's activity is concentrated in six sectors: agriculture, food and nutrition sciences; health sciences; information sciences; social sciences; collaborative programs and communications. IDRC is financed solely by the Parliament of Canada; its policies, however, are set by an international Board of Governors. The Centre's headquarters are in Ottawa, Canada. Regional offices are located in Africa, Asia, Latin America, and the Middle East.

Access Procedures

Please address requests for formal access to:

Privacy Co-ordinator
International Development Research Centre
Box 8500
Ottawa, Ontario
K1G 3H9

Personal Information Banks

Fellowship Awards
IDRC-P10

This data bank contains a record of all individuals (Canadian and non-Canadian) who have applied for or have been granted an award under one of the several support programs sponsored by the International Development Research Centre's Fellowship Program. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, third-party appraisals, committee assessments and career intentions. This information is used to evaluate the merits of the applications for funding. Individual files are retained for three years after the completion date of the award.

IND = 670/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Department of Justice

Overall Responsibilities

The Department of Justice was created as a department of the government of Canada by the *Department of Justice Act*, passed at the First Session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged since the Act was first passed.

The work of the department consists of litigation, provision of legal advice and opinions to the federal goverment of Canada on a very wide range of matters, and the drafing of legislation, contracts and other legal documents. The department is also concerned with the legal aspects of developing government policy, and prepares recommendations or reviews recommendations, for reform of the law. To carry out these responsibilities, the department uses federal Statutes and Regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research and to other law-related programs. A limited number of grants is made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with compensation of victims of violent crimes, Legal Aid in criminal cases, unified family court pilot projects, and native courtworker programs.

The role of the Federal Department of Justice does **not** include the provision of legal services or advice to members of the public.

Access Procedures

Enquiries and requests for access to personal information held in Department of Justice records should be addressed to:

Departmental Privacy Co-ordinator
Department of Justice
Room 420, Justice Building
239 Wellinton Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Regional Activities

The headquarters of the department is located in Ottawa. There are ten regional offices, in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Charlottetown, Yellowknife and Whitehorse.

Personal Information Banks

The following categories of records are held by headquarters, regional offices and legal services units of the department

Central Divorce Registry
JUST-P10

This bank contains information obtained from the Registration of Divorce Reports in respect of the Petitioner and the Respondent, and includes the Court number and Divorce Registry number, province in which petition is filed, location of Court Office, date of filing of petition, petitioner (husband or wife), full names and aliases and given names of husband, maiden surname and previous married names and given names of wife, place of residence of husband and wife at time of filing divorce petition, place of birth of husband and wife, date of birth and age at time of filing of husband and wife, marital status of husband and wife at time of marriage, place and date of marriage, alleged ground(s) specified in the petitions, answer filed or not filed, date of discontinuance of action, date of dismissal of action, date Decree Nisi granted, date Decree Absolute issued, award of custody of dependent children and whether award was granted to the petitioner, respondent, other person or agency or whether no award of custody was made. The information is maintained for the purpose of informing the District Registrars of the various divorce court offices of the existence of duplication of petitions affecting the jurisdiction of the Court, for replying to enquiries received from solicitors and individuals (concerning prior petitions under the *New Divorce Act*), as well as providing statistical information to Statistcs Canada, Provincial and District Registrars. For manually recorded information, where the jurisdiction of the Court is not affected, retention is for two calendar years; general correspondence is retained for ten calendar years. Registration of divorce, which is recorded on master computer tapes, is retained permanently and is updated every two weeks.

Completion of a Central Divorce Registry Enquiry Form, available from the departmental Privacy Co-ordinator, is required for a search of master computer tapes.

ADP = h/DATE = 84-04-01
LOC = Ottawa

Legal and Operational Files (General)
JUST-P20

This bank contains information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the department. The bank includes legal opinions; requests to institute civil and legal proceedings, by or against the Crown or its agents or servants in a court of law or in any administrative board or tribunal; collection files; approval of Power of Attorney; Statutory Declarations; undertakings and set-offs; notice to subsequent encumbrancers; appeals and grievances; Northwest Territories and Yukon Territory files for the administration of justice in the Territories; legislation; provincial Statutes for Disallowance — routine, disallowed, or questioned; regulations and territorial ordinances; office consolidation; proclamations; letters patent; ferry licences and bonds; contracts and agreements; land files; and general operational correspondence. The material in this bank is retained to enable the department to carry out its duties as legal advisor to the federal government. Material, which is recorded both manually and by computer, is retained from one to 30 calendar years, with permanent retention for material of precedent value.

For purposes of the *Privacy Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa, Regional

Legal Files (Prosecution and Extradition Matters)
JUST-P30

This bank contains information on the administration of legal matters pertaining to prosecutions under federal statutes, and matters under the *Extradition Act* and the *Fugitive Offenders Act*. It contains reports from Canadian and foreign law enforcement agencies pertaining to investigations in relation to such matters. It also contains internal correspondence and memoranda as well as correspondence with provincial governments and foreign governments. The material in this bank is used for the purpose of enforcing federal statutes as well as for the implementation of Canada's obligations under the *Extradition Act* and *Fugitive Offenders Act*. Records are retained for 30 calendar years, unless there is material of precedent value, in which case the file is kept permanently.

For purposes of the *Privacy Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa, Regional

Grants (Development of Law)
JUST-P40

This bank contains information on grants to individuals and associations concerned with the development of the law in Canada. It contains information on proposed research programs which in part include biographical information on the applicants. The information in the bank assists the department in awarding grants to individuals and associations concerned with the law. Material is retained for thirty calendar years. This program was discontinued in 1977-78 and replaced by the Consultation and Development Fund (see JUST-P150).

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Lawyers Appointed Agents of the Minister of Justice
JUST-P50

This bank contains information on lawyers appointed as agents of the Minister of Justice to assist client departments. The bank contains information on these lawyers. Records are used for internal accounting and to monitor status of cases. Records are kept both manually and by computer and are retained for ten calendar years.

ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Fellowships in Legislative Drafting
JUST-P60

This bank contains information on applicants for Fellowships in Legislative Drafting at the University of Ottawa. It includes their law school transcripts, letters of reference and completed application forms. This bank is used by the Selection Committee to determine which of the applicants should be offered fellowships. Records are retained for 30 calendar years and are located at headquarters in Ottawa.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Grants Program to Encourage Native Students to Enter the Legal Profession
JUST-P70

This bank contains information on students of native ancestry who have received financial assistance to enter the legal profession. A number of bursaries are provided to Métis and non-status Indian students in order to achieve this goal. The bank contains names, curricula vitae, reports of academic performance and payments made to students. The information is used to select successful candidates, determine amounts of payments and evaluate the program. It also provides an inventory of legally trained native people. Material is manually recorded and is retained for 30 calendar years, after which time some of these records are selected for permanent retention by the Public Archives of Canada.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Duff-Rinfret Scholarship Program
JUST-P80

This bank contains information on graduates of Canadian law schools who have applied for a Duff-Rinfret Scholarship in Canada. More especially it contains the candidates' academic records, curricula vitae and letters of reference. The information is used to select the winners of scholarships. Material is manually recorded and is retained for 30 calendar years, after which time some of these records are selected for permanent retention by the Public Archives of Canada.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Summer Job Corps Program (Phase I, II and III of Public Legal Information)
JUST-P90

This bank contains information on project leaders who received funds to operate public legal information projects under the Summer Job Corps Program. It includes names of all students hired, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in planning new public legal information projects. Material is retained for 30 calendar years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Criminal Law Reform Fund
JUST-P100

This bank contains information on supporting documentation of projects submitted for financial assistance to the Criminal Law Reform Fund. It contains correspondence, memoranda and information on the proposed projects, as well as financial statements and reports of approved projects. This bank also has information on individuals, and private or governmental agencies who have submitted these proposals to the Criminal Law Reform Fund. Information is used to evaluate the merits of proposals and to observe the progress of funded projects. Material is retained at headquarters in Ottawa for 30 calendar years.

ADP = m/DATE = 84-04-01
ID = Project/LOC = Ottawa

Student Summer Research Assistants Program
JUST-P110

This bank contains biographical information on the students and professors who have participated in this program, their academic background, curricula vitae, etc. The information was used primarily in the process of selecting research projects for funding. It also helped to provide the department with an inventory of law professors and law students interested in research. The program was started in 1973 to foster summer research in Canadian law schools and ended in 1975. Material is retained at headquarters in Ottawa for 30 calendar years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa/TERM = 1975

Judges Files
JUST-P120

This bank contains information on complaints initiated against federally appointed judges. It contains complainant's name, nature of complaint and the name of the federal judge against whom the complaint was made. Included in the information are correspondence and memoranda pertaining to the investigation. The material is retained, at headquarters in Ottawa, for precedent purposes. Records are scheduled for permanent retention. Information is recorded manually, by the name of the judge only (not by the name of the complainant).

ADP = m/DATE = 84-04-01
ID = Judge/LOC = Ottawa

Financial Administration Files

JUST-P130

This bank contains information to provide supporting documentation of financial administrative actions. It contains correspondence and memoranda, and information on education, geographic location, language, personal characteristics, personal history, personnel security clearances, separations, training and travel concerning individuals who are dealing with or employed by the Department of Justice or agencies reporting through the department. Information is used primarily as a record of activities and is retained for six fiscal years.

ADP = m/DATE = 84-04-01
ID = Name, Company/LOC = Ottawa

Expenditure Records

JUST-P140

This bank contains information on support payments made to employees for expenses incurred or to be incurred in the performance of their duties (including training), or to the general public for the provision of goods and services to the government of Canada. It contains documents related to the authorization, advances and claims for the expenses. The information in this bank is used as supporting documentation for payments of accounts and is retained for the purposes of audit. Material is retained at headquarters in Ottawa for six fiscal years.

ADP = m/DATE = 84-04-01
ID = Name, Company/LOC = Ottawa

Consultation and Development Fund

JUST-P150

This bank contains information on contributions made to individuals and associations conducting legal research, publishing materials to educate the public about the law, and/or examining recommendations of the Law Reform Commission of Canada in the civil and administrative law areas. It contains information on proposed research programs which in part assists the department in awarding contributions to individuals and associations concerned with the law. Material is retained at headquarters in Ottawa for thirty calendar years.

ADP = m/DATE = 84-04-01
ID = Project/LOC = Ottawa

Summer Youth Employment Program (Phase IV of Public Legal Information)

JUST-P160

This bank contains information on project leaders who hire students through Canada Employment Centres under the Summer Youth Employment Programs. It contains the names of all students hired on projects, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in the planning of new public legal information projects. Material is retained at headquarters in Ottawa for 30 calendar years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Applicant Inventory Files

JUST-P170

This bank contains information on members of the general public who have expressed an interest in employment with the Department of Justice. These files are used to assess individuals for positions that are to be filled through open competitions. Complete files include application forms giving educational and personal histories, interview appraisal forms, letters of reference, correspondence and memoranda. Material is recorded manually, by name and address, and is retained at headquarters for one calendar year.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Access Request Data Bank

JUST-P180

This bank contains information on access requests sent by individuals requesting access under the *Privacy Act* to departmental records, the replies to such requests and information related to their processing. It is used for processing access requests only. Information is recorded manually, by name of applicant, and is retained at headquarters in Ottawa for two calendar years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Service Contractors Inventory

JUST-P190

This bank contains information on the qualifications and experience of firms and individuals wishing to obtain contracts or already contracting with the department. Information contained includes contractor questionnaires, requisitions for service contracts, evaluations of contractors' performance, geographic location of the firms, and pertains to ownership principals and associates, resources, professional competence, fields of professional expertise, experience and language capabilities. Information is recorded manually and records are deleted from the bank six months after the firm or individual has failed to reapply for inclusion in the inventory.

ADP = m/DATE = 84-04-01
ID = Name,Firm/LOC = Ottawa

Department of Labour

Overall Responsibilities

The Department of Labour was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*.

The Minister of Labour is responsible for the administration of the Canada Labour Code, the *Fair Wages and Hours of Labour Act*, the *Penitentiary Inmate Accident Compensation Regulations*, the *Government Employee Compensation Act* and the *Merchant Seamen Compensation Act*. The Department collects and publishes information on labour conditions and conducts enquiries into important industrial questions.

Access Procedures

The departmental Co-ordinator for Access to Information and Privacy Acts has administrative duties within the department which include preparation and revision of the departmental entry in the *Personal Information Index*, determination of exemptions, responses to enquiries from the Privacy Commissioner, and appeals before the federal court.

Please address all requests for access to the points listed below:

Headquarters

Office of the Co-ordinator
Access to Information and Privacy Acts
Labour Canada
Ottawa, Ontario
K1A 0J2

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station "A"
Moncton, N.B.
E1C 8T8
Telephone: (506)388-6648

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 Dorchester Blvd. West
Room 101
Montreal, Quebec
H2Z 1X4
Telephone: (514)283-2808

Great Lakes Region

Regional Director
Labour Canada
Mezzanine, Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3
Telephone: (416)224-3820

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Bldg.
400 — 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204)949-3493

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, B.C.
V6B 2P2
Telephone: (604)666-2344

Personal Information Banks

Employment Relations and Conditions of Work

Complaints Received under Canada Labour Code, Part II
LAB-P20

The purpose of this bank is to record, enquire about and resolve various complaints in connection with application of the Canada Labour Code Part III (Labour Standards). The files consist of complaints dealing with hours of work, overtime pay, minimum wages, equal wages, annual vacations, general holidays, multi-employment, severence pay, group termination, garnishment, maternity leave and unjust dismissal. They contain statements of complaints from employees and employers, records of employment, and correspondence with and reports on employees, employers and witnesses dealing with the complaint. The bank is used to determine if a violation exists under the Canada Labour Code; if the violation can be resolved between the parties; or if legal action is necessary. The files are retained for two years after settlement of complaint.

IND = 1800/ADP = m/DATE = 84-04-01

Contracts for Professional Services — Quality of Working Life
LAB-P30

The purpose of this bank is to maintain a record of contracts and agreements entered into by Labour Canada with Canadian residents for the provision of professional services in support of Labour Canada's Quality of Working Life program. Individuals' files, which are maintained on each contract or agreement, contain copies of the contract and/or agreement, record of payments made, copies of reports submitted and related papers and correspondence. The files are retained for a period of six years.

IND = 6/ADP = m/DATE = 84-04-01

Resource Persons/Consultants — Quality of Working Life
LAB-P40

The purpose of this bank is to compile an inventory of Canadian residents having specialized knowledge and experience in teaching, writing and conducting research in the QWL field, and/or facilitating QWL experimentation within the work organizations. Separate files, which are maintained on each individual included in the inventory, contain curricula vitae and related correspondence. The individuals involved include professors and other university teaching personnel, management consultants and employees of work organizations actively engaged in QWL experimentation. The files are retained for six years.

IND = 5/ADP = m/DATE = 84-04-01

Occupational Safety and Health

Licensing of Provincial Inspectors Under Canada Labour Code Part IV
LAB-P50

The purpose of this bank is to record and maintain applications from provincial employees for licenses to inspect under Canada Labour Code Part IV (Safety of Employees). The files contain name, address of applicant, qualifying certificate numbers of specialization and name and title of supervisor. These files are held in Moncton, Willowdale, Winnipeg and Vancouver. They are retained for two years after termination of employment.

IND = 250/ADP = m/DATE = 84-04-01

Inmate Injury Compensation
LAB-P60

The purpose of this bank is to record the accident claims of inmates or former inmates of federal penitentiaries under the *Penitentiary Inmate Accident Compensation Regulations*. These files contain reports of accidents including medical documents, claims for compensation, correspondence and records of monies paid. The files are used to establish validity of claims for compensation and to determine monetary entitlements. Files are retained for five years after the claim is settled and then the complete file is microfilmed. Suitable proof of identification will be required before accesss is permitted.

IND = 186/ADP = m/DATE = 84-04-01

Merchant Seamen Compensation Board

Compensation Claim Files
LAB-P70

The purpose of this bank is to record all claims for compensation under the *Merchant Seamen Compensation Act*. The files contain reports of accidents, claims for compensation, supporting medical documents, correspondence, and records of monies paid. The bank covers seamen employed on vessels registered in Canada. The files are used to establish validity of claims and determine the seamen's monetary entitlement. Files are retained for five years after claim is settled and then the complete file is microfilmed.

IND = 2100/ADP = m/DATE-84-04-01

Mediation and Conciliation Branch

Conciliation Commissioner or Conciliation Board Members Files
LAB-P80

The purpose of this bank is to assist the Federal Mediation and Conciliation Service of Labour Canada in selecting suitable persons for collective bargaining disputes, subject to the jurisdiction of Canada Labour Code Part V (Industrial Relations). The files contain the names of non-governmental persons who have either acted for the Service in the role of Conciliator or Mediator, or who possess the required experience and qualifications to undertake third-party work. In some cases, the files contain curricula vitae and newspaper clippings relating to the person's involvement in disputes at the provincial level or in respect of the Federal Mediation and Conciliation Service. Files are retained for two years after Labour Canada is notified that a person is no longer available to act as conciliation Commissioner and Conciliation Board appointee.

IND = 150/ADP = m/DATE = 84-04-01

Arbitration Services Branch

Sole Arbitrators and Chairmen of Arbitration Boards Files
LAB-P90

The purpose of this bank is to assist the Arbitration Branch in selecting suitable persons for collective bargaining subject to Canada Labour Code Part V (Industrial Relations). The files contain curricula vitae of individuals; are restricted to Canadian citizens and are used in determining the person selected. Files are retained for two years after Labour Canada is notified that a person is no longer available to act as sole Arbitrator or Chairman of Arbitration Boards.

IND = 400/ADP = m/DATE = 84-04-01

Economics and Industrial Relations Research Branch

Application for University Grant
LAB-P100

The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of research monies. The files contain application forms, letters of reference, copies of research proposals, general correspondence, notification of grants, budget reviews, working papers, final papers, and letters to applicable universities. The individuals concerned are Canadian citizens residing in Canada or abroad who are either graduate students or members of a university faculty. This bank is used to circulate information on applications to members of the Labour Canada University Research Committee. For those applications rejected, files are retained for two years. In cases of applicants receiving grants, files are retained for ten years.

IND = 358/ADP = m/DATE = 84-04-01

Finance

Accounts Payable
LAB-P120

The purpose of this bank is to maintain a record of all monetary transactions between Labour Canada and individuals requesting settlement of account. The files cover all federal employees located in Canada and overseas, as well as citizens of the United States and Great Britain. The files are used to account for all monies paid to an individual and to authorize cheques. The files are retained for six years.

IND = 1000/ADP = m/DATE = 84-04-01

International Labour Organization Conference Files
LAB-P130

The purpose of this bank is to record all monies (accounts payable) paid to an individual attending International Labour Organization Conferences. The files contain recommendations for payment, claims, invoices, contracts, transportation costs or tickets, hotel bills, hospitality claims, legal fees, correspondence and memoranda related to costs, copies of cheque requisitions, conference material, proof of claims, journal vouchers with regard to salary changes and standing advances. The persons listed in the files are Canadian citizens residing in Canada. The files are retained for six years.

IND = 50/ADP = m/DATE = 84-04-01

Administrative and Library Services

Access Request Data Bank
LAB-P150

This bank contains the access request forms sent by individuals requesting access to their files; the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. The files are retained for two years after all action is completed (amendment to General Records Disposal Schedules of the Government of Canada (GRDS) in revision).

ADP = m/DATE = 84-04-01

Laurentian Pilotage Authority

Background

The Laurentian Pilotage Authority is a crown corporation established on the 30th of June 1971, and effective as of February 1, 1972.

The members of the Board are appointed by the Governor in Council. The Chairman is the chief executive officer. The other permanent member is the Vice-chairman. The Board is composed of a maximum of seven members.

The objects of the Authority are to establish, operate, maintain and administer in the interest of safety, an efficient pilotage service within the region, set out in respect of the Authority in the Schedule.

The head office is located in Montreal.

The Laurentian Pilotage Authority is governed by the *Pilotage Act* and Regulations. For the purpose of the *Financial Act*, the Authority is a corporation specified in Schedule "D" of that Act.

Access Procedures

Please direct enquiries concerning the *Privacy Act* to:

The Secretary
Laurentian Pilotage Authority
1080 Beaver Hall Hill
Room 1402
Montreal, Quebec
H2Z 1S8

Personal Information Banks

Service Contracts
LPA-P10

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is five years. Access to this bank will require the contract number and description of the service.

DATE = 84-04-01

Procurement
LPA-P20

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number, name and address of supplier.

DATE = 84-04-01

Accounts Receivable Files
LPA-P30

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms, individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is five years. Access to this bank will require a name and address.

DATE = 84-04-01

Accounts Payable Files
LPA-P40

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation is five years. Access to this bank will require the name, address and date of account.

DATE = 84-04-01

Application for Employment File
LPA-P50

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name, address and date of birth.

DATE = 84-04-01

Register of Pilots
LPA-P60

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on the physical characteristics, licences, certificates and accidents. The retention bank for this period is indefinite. Access to this bank will require name and address.

DATE = 84-04-01

Background

The Law Reform Commission of Canada was established by an Act of Parliament that came into force on 1 June 1971.

The objectives of the Commission are to study and review on a continuing and systematic basis the statutes and other laws comprising the laws of Canada with a view to making recommendations and reform, including, without limiting the generality of, the foregoing:

(a) the removal of anachronisms and anomalies in the law;

(b) the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions;

(c) the elimination of obsolete laws; and

(d) the development of new approaches to and new concepts of the law in keeping with the changing needs of modern Canadian society and of individual members of that society.

Access Procedures

Please direct inquiries concerning the *Privacy Act* to

Access to Information and Privacy Co-ordinator
Law Reform Commission of Canada
Room 840A
Ottawa, Ontario
K1A OL6

All banks are located at headquarters in Ottawa.

Personal Information Banks

Service Contracts
LRC-P10

This bank is used to control commitment of funds and to ensure that payments are made in accordance with legal research contract terms. Data includes contract details with consultants, financial data related to contracts, invoices for payments and requisitions for payments, evaluations of performance and formal signed contracts. Only persons and companies under contract with the Law Reform Commission of Canada are included. The information is used to monitor contracts of legal research services and to make decisions regarding timing and amount of payments in relation to the contract terms and performance evaluations. The files for individuals and companies under contracts are maintained alphabetically by names. Files are kept for 25 years.

IND = 674/ADP = m/DATE = 84-04-01

Expenditure Records
LRC-P20

This bank contains information to support payments made to consultants for expenses incurred or to be incurred in the performance of their functions. It contains documents related to the authorization, advances and claims for the expenses. The information in this bank is used as supporting documentation for payments of accounts and is retained primarily for auditing. Claims submitted by consultants can also be used for the calculation of costs of specific legal research projects. Files are kept for six fiscal years. Consultants' expenditure records are kept for 25 years.

IND = 734/ADP = m/DATE = 84-04-01

Employment Applications
LRC-P30

This bank contains information on candidates available for employment at the Law Reform Commission of Canada for reference when vacancies arise. Records contain letters, completed application forms, applicants' résumés, comments of interviewers, letters of reference, and other information supplied by individuals seeking employment. Records are maintained for one year and then destroyed.

IND = 521/ADP = m/DATE = 84-04-01

Access Request Data Bank
LRC-P40

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Records in this bank are maintained in a chronological order under the name of the individual requesting the information. The retention period is two years.

IND = 7/ADP = m/DATE = 84-04-01

Classes of Personal Information

In the course of conducting the Law Reform Commission of Canada research programs on a variety of legal research topics, personal information may be accumulated that is not contained in a specific personal information bank. Such personal information includes suggestions and opinions from the public, which forms part of a specific subject file. These records are not normally retrieved by name of individual; they are used for statistical analysis. These records can only be retrieved by providing information on specific subjects. This bank contains 131 legal research subjects. The retention periods for information in this class of records is covered by retention schedules associated with each subject file.

Medical Research Council of Canada

Background

The Medical Research Council of Canada is a corporation established by the *Medical Research Council Act*. Its objective as stated in the Act is to help attain the quality and scale of research in the health sciences essential to the maintenance and improvement of health services. To this end the Council has established a number of types of grants (to support research), awards (to support individuals) and special programs for which individuals may make applications for consideration in peer-reviewed competitions. The personal information in the banks described below consists mainly of assessments of the applications obtained by Council in the peer review process. For grants and special programs, access to this personal information is automatic in that copies of all review reports are sent to the applicant along with notification of Council's decision. For awards, access is available on request, either informal, by letter, or by submission of the Record Access Request Form to the Privacy Co-ordinator.

Access Procedures

All information banks are located at the Secretariat offices in the National Capital Region. Inquiries concerning these banks should be addressed to

Privacy Co-ordinator
Medical Research Council
20th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9

Personal Information Banks

Grants and Contributions Files

Grants Applicants and Committee Records
MRC-P10

The purpose of this bank is to maintain a record of the applications and assessment records of health scientists applying for funding of research projects by the Council. It contains the relevant Medical Research Council application form and supporting data presented by the applicant, referee and committee assessments of the project, the ranking awarded, the decision of Council, and the financial and administrative data pertaining to its support, if successful. Individuals identified are those making project proposals to Council. Information in the bank is evaluated to assess the relative merit of the proposal for the purpose of funding or not funding the project. Files in this bank are retained for eight years: active two years after termination or rejection of grant and dormant six years. They are then transferred to the Public Archives of Canada for selective retention.

IND = 9,000/ADP = m/DATE = 84-04-01

Awards Applicants and Committee Records
MRC-P20

This bank contains records of individual applications for funding under one of the several personnel support programs sponsored by the Council. It contains applications, third-party appraisals, committee assessments, training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program as amended from time to time and published in the *Medical Research Council Grants and Awards Guide*. Information in this data bank is used to assess the education and other requirements necessary to meet the criteria of the applicable program, and to evaluate the merits of the application for funding. Files in this bank are retained for eight years: active two years after termination or rejection of award and dormant six years. They are then transferred to the Public Archives of Canada for selective retention.

IND = 9,000/ADP = m/DATE = 84-04-01

Special Programs Applications and Assessment Records
MRC-P30

The purpose of this file is to provide supporting documentation of proposed projects for funding by the Council. It contains applications, third-party assessments, and administrative correspondence in the funding support of successful projects. Some files identify individuals of the health services scientific community making proposals to Council. Information in the bank is used to evaluate the relative merits of the proposals with the purpose of funding or not funding and for observing the progress of those that are funded. Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the Public Archives of Canada for selective retention.

IND = 300/ADP = m/DATE = 84-04-01

Classes of Personal Information

Administration

The general administrative and correspondence files of the Medical Research Council (MRC) contain a certain amount of personal information not arranged or retrievable by personal identifiers. This may consist of unsolicited applications for employment in categories not appropriate to MRC or inquiries about eligibility to apply for grants or awards. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation the Council requires a variety of reports concerning aspects of medical research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such a report personal information is necessarily obtained. This may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

National Arts Centre Corporation

Background

The objectives of the corporation are to operate and maintain the National Arts Centre; to develop the performing arts in the National Capital Region; and to assist the Canada Council in the development of the performing arts elsewhere in Canada.

Access Procedures

The following banks are located at the National Arts Centre offices in the National Capital Region. Enquiries concerning these banks should be addressed to:

Assistant Director-General
National Arts Centre Corporation
P.O. Box 1534, Station "B"
Ottawa, Ontario
K1P 5W1

Personal Information Banks

Box Office Mail Order Records

NAC-P10

The purpose of this bank is to maintain a record of mail order, group sales, student sales and telephone orders. It contains names, addresses, telephone numbers, credit card information, seat numbers and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. The information on file is destroyed after a two-month period.

IND = 3000/ADP = c/DATE = 84-04-01
ID = Name and Address or Seat No./LOC = Ottawa

Box Office Subscriptions

NAC-P20

The purpose of this bank is to maintain a record of box office subscriptions. It contains names, addresses, telephone numbers, credit card information, seat location and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. Information on file is retained for one year.

IND = 30,000/ADP = c/DATE = 84-04-01
ID = Name and Address or Seat No./LOC = Ottawa

Orchestra Singers' Records

NAC-P30

The purpose of this bank is to maintain a record of singers who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, audition information and related corrrespondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Orchestra Record of Guest Artists

NAC-P40

The purpose of this bank is to maintain a record of guest artists who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

IND = 400/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Orchestra Musicians' Record

NAC-P50

The purpose of this bank is to maintain a record of musicians who have auditioned for employment with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, training, particular talents and related correspondence. This bank is used as a resource reference when orchestra vacancies occur. Information on file is retained indefinitely.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Operatic Artists' Record

NAC-P60

The purpose of this bank is to maintain a record of artists who have auditioned for employment with the festival department. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Lighting Designers' Record

NAC-P70

The purpose of this bank is to maintain a record of specialist lighting designers available for production of operas. It contains names, addresses, telephone numbers, experience, special talents, and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

IND = 20/ADP = m/DATE = 84-04-01
ID = Name and Production/LOC = Ottawa

Artists' Contracts Record

NAC-P80

The purpose of this file is to maintain a record of performers' contracts and to enable selection of performers and artists for future operatic performances. It contains names, addresses, telephone numbers, experience, special talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

IND = 100/ADP = m/DATE = 84-04-01
ID = Name and Production/LOC = Ottawa

Theatrical Artists' Casting Record

NAC-P90

The purpose of this bank is to maintain a record of artists who have made applications to the theatre department. It contains names, telephone numbers, agents, physical descriptions, talents, union affiliation, languages, citizenship, dates of auditions, curricula vitae, photos and related correspondence. This bank is used as a resource reference for program development. Information on file is maintained indefinitely.

IND = 1300/ADP = m/DATE = 84-04-01
ID = Name and Talent/LOC = Ottawa

National Arts Centre Corporation

Record of Parking Agreements
NAC-P100

The purpose of this bank is to maintain a record of parking agreements between the National Arts Centre, the general public, and employees, for parking privileges in the NAC garage. It contains names, home and business addresses, telephone numbers and description of vehicles. This bank is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues. Information on file is retained indefinitely.

IND = 475/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Applicant Inventory
NAC-P110

The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes application for employment, screening and interview data, work history, skills, education and professional qualifications, location preferences, interview results and qualifying level. This bank is used to identify applicants, their skills and abilities, work history, education and basic personal data for recruitment, referral and appointment by the NAC. Records are retained for one year from date of receipt of application form.

IND = 1,500/ADP = m/DATE = 84-04-01
ID = Name or Skill/LOC = Ottawa

CEGEP — Trainees
NAC-P120

The purpose of this bank is to record the names, progress and work accomplished by temporaries sent for on-the-job training from CEGEP. This bank is used to report results to CEGEP. Personal records (evaluations) are retained for two years.

IND = 4/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Vendor Sourcing Records
NAC-P130

This bank consists of records of suppliers that do business with the National Arts Centre. The purpose of this bank is to identify potential suppliers' capabilities. The bank primarily contains information such as lists of main products, equipment, or services provided and performance records. The principal use of the bank is to aid in the selection of suppliers to the National Arts Centre.

IND = 80/ADP = m/DATE = 84-04-01
ID = Name or Product/LOC = Ottawa

Access Request Data Bank
NAC-P140

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

DATE = 84-04-01
ID = Name/LOC = Ottawa

Professional and Personal Service Contracts
NAC-P150

The purpose of this bank is to maintain a record concerning individuals who have contracted with the corporation to render professional and personal services. This bank contains basic information such as names, addresses, social insurance numbers, qualifications and service history.

IND = 300/ADP = m/DATE = 84-04-01
ID = Name, Contract no./LOC = Ottawa

National Capital Commission

Background

The National Capital Commission (NCC) was created in 1959, succeeding the Federal District Commission (1927-1958) and the Ottawa Improvement Commission (1899-1927).

The NCC carries out its mandate under authority of the *National Capital Act*, 1958, c37, S.1. The objectives and purposes of the NCC are to prepare plans for, and assist in the development, conservation and improvement of the National Capital Region, in order that the nature and character of the seat of Government of Canada may be in accordance with its national significance.

Access Procedures

Formal requests for access to personal information under the provisions of the *Privacy Act* must be made in writing to:

Access to Information and Privacy Co-ordinator
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

Personal Information Banks

Secretariat

Record of Commissioners and Members of Advisory Committees
NCC-P10

The purpose of this bank is to maintain a record of all Commissioners and members of the various advisory Committees within the Commission. Files may contain curricula vitae, letters of recommendation, photographs, submissions to Treasury Board, Orders-in-Council, general correspondence and a record of travel expenses and honoraria. The bank provides an up-to-date status of financial transactions and is also used to help identify personal skill abilities and suitability of candidates to serve as members of committees or as potential Commissioners. Records are retained for six years after expiry of term.

IND = 79/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Finance and Administration Branch

Access Request Data Bank
NCC-P20

This bank contains the access request forms sent by individuals requesting access to Commission records the replies to such requests and information relating to their processing. The bank is used to document the activity and to provide statistical reports required under the Act. Records are retained for three years.

IND = 8/ADP = m/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Claims — General
NCC-P30

The purpose of this bank is to maintain records of vehicular and other accidents and incidents resulting in claims for and against the Crown. It is used to determine liability and to negotiate settlements. These case files may contain police reports, accident reports, witness reports, estimates, amounts paid or received, releases and related particulars. Records are retained for six fiscal years after settlement of claims.

IND = 356/ADP = m/DATE = 84-04-01
ID = Name, Permit Number/LOC = Ottawa

Catalogue of Contractors
NCC-P40

The purpose of this bank is to maintain a record of contractors who have offered their services to the National Capital Commission. It contains certificates of insurance and Workmen's Compensation, business references and declared area of contractual interest. Records are retained for two years.

IND = 300/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Property Rental Collection System
NCC-P60

This bank provides a record system for the collection of rents. It contains the National Capital Commission property number, tenant number, rental charges, rental payments, maintenance allowance, collection and credit reports and related correspondence. The files are arranged alphabetically and identify past, present and prospective tenants of NCC properties. Records are retained for six fiscal years after accounts are settled.

IND = 1,500/ADP = h/DATE = 84-04-01
ID = Name, Property Number/LOC = Ottawa

Personal Service Contracts
NCC-P70

The purpose of this bank is to maintain an accurate account of all payments made under Personal Service Contracts. The data content may include terms of contract, performance reports, billings and payments made. It is used as a basis for negotiations between the National Capital Commission and the individuals concerned. Records are retained for six fiscal years.

IND = 828/ADP = m/DATE = 84-04-01
ID = Name, SIN/LOC = Ottawa

Applications for Employment
NCC-P80

This bank exists to maintain an inventory of applicants for employment with the National Capital Commission. It contains applications, employment history, letters of recommendation, career résumés and supporting documentation. It is used to identify the skills and abilities of applicants for possible employment in the NCC. Records are retained for two years.

IND = 6,000/ADP = m/DATE = 84-04-01
ID = Name, SIN/LOC = Ottawa

Public Activities Branch

Violation Records
NCC-P100

The purpose of this bank is to record particulars of the violation of laws and regulations applicable within the Gatineau Park. It is used to facilitate the administration of justice within the Park. It identifies violators and may contain date of birth, social insurance number when given, driver's permit number, vehicle registration number, hunting or fishing license number, description of material seized, identification of the witnessing officer and any relevant details. Case files are retained for 20 years while the ongoing master computer tape is retained for ten years.

IND = 2,000/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Property Branch

Property Tenant Records
NCC-P110

The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy. It identifies past, present and prospective tenants of NCC properties. The bank contains former address, marital status, number of children, annual earnings and employment background of each tenant. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy. Records are retained for two years after vacating property.

IND = 2,500/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Property Transaction Records
NCC-P120

The purpose of this bank is to assist in the administration of policies on the acquisition and expropriation of properties on behalf of the federal government. The files are organized by property parcel number with an alphabetical cross-reference system. The files contain general correspondence, appraisal reports, description of property and basic personal data of previous owners. Also included is the final disposition of the case in the form of an option, and copies of minutes of the Advisory Committee on Real Estate of Treasury Board. Records are microfilmed and transferred to the Public Archives periodically.

IND = 3,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Property Management Records
NCC-P130

The purpose of this bank is to assist in the administration of properties acquired on behalf of the federal government. The files are arranged by property parcel number with an alphabetical cross-reference system. They contain basic personal information on the owner or tenant of the property and all information pertaining to the leasing of the property, leases, authority to repair, capital improvement to the property and general correspondence on related matters. Some information may be disclosed to municipalities in which the properties are located for the purpose of tax assessments and administration of the grants-in-lieu of taxes program. Records are microfilmed and transferred to the Public Archives periodically.

IND = 2,500/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Violation Records
NCC-P140

The purpose of this bank is to record particulars of the violation of laws and regulations applicable to Commission-owned land and properties with the exception of Gatineau Park. It is used in the administration and enforcement of laws. It identifies violators and may contain date of birth, social insurance number, driver's permit number, vehicle registration number, hunting or fishing license number, description of material seized, identification of witnessing officer and any relevant details. Records are retained for 20 years.

IND = 250/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permission and may include name, address, telephone number and, in some cases, marital status, age and employment.

This form of personal information is stored throughout the general subject files and is not normally retrievable by name or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest. This interest may be in any of the NCC's programs and activities, including:

— acquisition, development, management, and disposal of properties;

— planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works;

— joint projects with municipalities;

— construction and operation of concessions;

— grants and subsidies;

— historical sites and buildings;

— plans for federal elements in the National Capital Region;

— public cultural and recreational activities;

— tours and services for visitors;

— promotion of national understanding and awareness of the National Capital of Canada;

— violation of laws and regulations.

Department of National Defence

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the *Canadian Forces Superannuation Act*, the *Defence Services Pensions Continuation Act*, the *National Defence Act*, and the *Visiting Forces Act*.

Access Procedures

All requests for access to the following banks should be mailed to National Defence Headquarters at the address given below:

Privacy Co-ordinator
National Defence Headquarters
Ottawa, Canada
K1A 0K2

Personal Information Banks

Judge Advocate General

Judge Advocates Files/Accidents (Mobile Equipment) — 1020
ND-P10

The purpose of this bank is to document claims by or against the Crown as the result of motor vehicle traffic accidents involving National Defence (DND) vehicles. It contains liability data and settlements, and covers civilian and military personnel, and the public. Records are accessible by providing full name, SIN, date of accident, the Canadian Forces Registration number of DND vehicle and date claim settled. Records are retained for the following periods: claims under $100 — one calendar year after final action; claims under $1,000 — two calendar years after final action; claims over $1,000 — six calendar years after final action; and unsettled claims — one year after statutory limitation becomes effective. Records are then transferred to the National Personnel Record Centre, Public Archives Canada.

DATE = 84-04-01

Claims (Property Damage) — 1137
ND-P20

The purpose of this bank is to document settlements against the Crown pertaining to property damages. It contains addresses, nature of claim, settlement transaction for civilian and military personnel registering claims. Records are accessible by providing full name, SIN and year of claim. Records are retained for the following periods: claims under $100 — one calendar year after final action; claims under
#$1,000 — two calendar years after final action; claims over $1,000 — six calendar years after final action; and unsettled claims — one year after statutory limitation becomes effective. Files are then transferred to the National Personnel Record Centre, Public Archives Canada.

DATE = 84-04-01

Claims (Bodily Injuries) — 1455
ND-P30

The purpose of this bank is to document settlements pertaining to claims regarding bodily injuries against the Crown and requests for provision of legal counsel at public expense for drivers of National Defence vehicles when involved in criminal or civil litigation. It contains names, addresses, nature of claim, medical records, opinions for civilian and military personnel and general public individuals who have registered claims for bodily injury; also names, addresses, nature of claim, opinions, for civilian and military personnel who were driving DND vehicles at a time when they were involved in incidents that gave rise to litigation and thus required the representation of them by legal counsel in court. Records are accessible by providing full name, SIN and year of claim. Records are retained for five calendar years after settlement of claims and one year after statutory limitation becomes effective in the case of unsettled claims. Records are then transferred to the National Personnel Record Centre, Public Archives Canada.

DATE = 84-04-01

Claims (NATO Forces in Canada) 1138
ND-P80

The purpose of this bank is to document claims against the Crown arising out of incidents involving Forces of NATO countries in Canada. It contains names, addresses, nature of claims and settlement transactions, for civilian and military personnel and general public individuals registering claims for property and personal damages. Records are accessible by providing full name, place and year of claim. Records are retained for the following periods: claims under $1,000 — two calendar years after final action; claims over $1,000 — six calendar years after final action; unsettled claims — one year after statutory limitation becomes effective.

DATE = 84-04-01

Director General Recruiting, Education and Training

Recruitment Bank — Applicants
ND-P40

The purpose of this bank is to maintain a record of all applicants for a service career. It contains personal and educational histories, results of aptitude and trade tests, and records of acceptance or rejection decisions. Files are used for administrative and statistical purposes, and cover approximately 50,000 applicants annually. Records are accessible by providing full name, SIN, the year of the application and geographical location of the recruiting centre. Records are retained for two years.

DATE = 84-04-01

Director General Personnel Co-ordination

Privacy (1461-1)
ND-P50

This bank provides a complete record of policy, procedure and request activity pertaining to the *Privacy Act*. Records in the bank consist of access request and correction request forms submitted by individuals requesting access to and correction or notation of their files, the replies to such requests and information related to their processing. Records are used for processing such requests only, and to report on the number of requests received annually. Records are accessible by providing full name, SIN, year of request and Information Bank number. Files are retained for two calendar years.

DATE = 84-04-01

Canadian Human Rights Act — Discrimination (1461-31)

ND-P60

This bank contains individual complaints and inquiries relating to Parts I, II and III of the *Canadian Human Rights Act*. Records in this bank contain details of complaints, the results of investigations, conciliations and judicial processes. Records are retrievable by providing full name, SIN and year of complaint. Records are retained for five calendar years.

DATE = 84-04-01

Communications Security Establishment

Security and Intelligence Information Files

ND-P70

This bank contains information concerning individuals identified as potential risks to national security. It also contains personal information relating to sensitive aspects of Canada's international relations and defence. This information is used to advise the government with respect to international affairs, security and defence. A submission has been made to the Governor-in-Council to designate this bank as an exempt bank pursuant to Sub-section 18(1) of the *Privacy Act*. Retention and disposal schedules are being developed with Public Archives Canada. These files are maintained by the Communications Security Establishment.

DATE = 84-04-01

National Energy Board

Overall Responsibilities

The objectives of the Board are to ensure the safe construction and operation of power lines and oil and gas pipelines subject to federal jurisdiction and to advise on the control, supervision, conservation, use, marketing and development of energy and sources of energy.

Access Procedures

Please direct enquiries to

Secretary
National Energy Board
473 Albert Street
Room 1140
Ottawa, Ontario
K1A 0E5

National Farm Products Marketing Council

Overall Responsibilities

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Products Marketing Agencies Act*. The Council works with these agencies, provincial governments and marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Access Procedures

Executive Secretary
National Farm Products
Marketing Council
270 Albert Street
13th Floor, Martel Building
Ottawa, Ontario
K1A 1A1

Personal Information Banks

Personal Service Contracts
NFPMC-P10

The purpose of this bank is to maintain a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. The information contained in this bank is used exclusively for the purposes stated herein. Records are retained for six fiscal years.

IND = 50/ADP = m/DATE = 84-04-01

Private Sector Consultants
NFPMC-P20

This bank is a record of consultants and consulting firms from the private sector who have requested registration with the Council. The major use of information in the bank is for registration in order to be considered for work on consulting assignments. The data bank contains individual and/or firm names and addresses and areas of specialization. Records are destroyed two years after date of receipt or immediately when superseded.

IND = 50/ADP = m/DATE = 84-04-01

Access Requests Files
NFPMC-P30

This bank contains the requests under the *Access to Information Act* submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests. This bank is used to process requests and for research and statistical purposes. Records will be kept for two years.

IND = 2/ADP = m/DATE = 84-04-01

Financial Records
NFPMC-P40

The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, and reimbursements for allowable charges and contractual agreements. The bank is used for accounting, reference and statistical purposes. Records are retained for six fiscal years.

IND = 119/ADP = m/DATE = 84-04-01

Applicants Inventory
NFPMC-P50

The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Marketing Council. Applications come from within and outside the public service. These applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals. Records are retained for two years.

IND = 35/ADP = m/DATE = 84-04-01

Expenditure Records
NFPMC-P60

This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the government of Canada. The information in this bank is used as supporting documentation for payments of accounts and is retained for audit, reference and statistical purposes for six fiscal years.

IND = 223/ADP = m/DATE = 84-04-01

National Film Board

Background

The *National Film Act*, the enabling legislation under which the National Film Board was established, was first passed in 1939 and was revised in 1950.

The overall responsibilities of the National Film Board are to initiate and promote the production and distribution of films in the national interest, and in particular:

- to produce and distribute and to promote the production and distribution of films designed to interpret Canada to Canadians and to other nations;
- to represent the Government of Canada in its relations with persons engaged in commercial motion picture film activity, in connection with motion picture films for the government or any department thereof;
- to engage in research in film activity and to make available the results thereof to persons engaged in the production of films;
- to advise the Governor in Council in connection with film activities; and
- to discharge such other duties relating to film activity as the Governor in Council may direct it to undertake.

Access Procedures

Please direct enquiries to:

Director of Administration
National Film Board
P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5

The Department of National Health and Welfare

Overall Responsibilities

The Department of National Health and Welfare is responsible in general for all matters relating to the promotion or preservation of the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction, and in particular for (1) the administration of Acts of Parliament relating to health, social security and welfare of the people of Canada, such as the *Food and Drugs Act, Narcotic Control Act, Family Allowance Act, Old Age Security Act*, Canada Pension Plan, Canada Assistance Plan, *Canada Health Act*, and others; (2) investigation and research into public health and welfare; (3) the inspection and medical care of immigrants and seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service; (4) the supervision of public health aspects of railway, water and all other forms of transportation; (5) the enforcement of regulations of the International Joint Commission relating to public health; (6) the promotion and conservation of the health of public servants and other government employees; (7) the collection, publication and distribution, subject to the provisions of the *Statistics Act*, of information relating to public health, improved sanitation, and social and industrial conditions affecting the health and lives of Canadians; and (8) co-operation with provincial authorities with a view to coordinating efforts made to preserve and improve the public health and to provide for the social security and welfare of the people of Canada. More detailed information on the operations of this Department is given in the federal Access to Information Register.

Some federal information banks maintained by this department contain Record Access Request forms and information related to their processing.

Access Procedures

Medical Services Branch

Any inquiries concerning the following banks should be addressed to the **Regional Director** in your region:

Regional Director, Yukon Region
Medical Service
National Health and Welfare
Yukon Manor, 2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8

Regional Director, Pacific Region
Medical Services Branch
National Health and Welfare
814 Richards Street, 4th Floor
Vancouver, British Columbia
V6B 3A9

Regional Director, Northwest Territories Region
Medical Services
National Health and Welfare
Bag 7777
Yellowknife, Northwest Territories
X1A 2R3

Regional Director, Alberta Region
Medical Services Branch
National Health and Welfare
401 Toronto Dominion Tower
Edmonton Centre
Edmonton, Alberta
T5J 2Z1

Regional Director, Saskatchewan Region
Medical Services Branch
National Health and Welfare
1855 Smith Street
Regina, Saskatchewan
S4P 2N5

Regional Director, Manitoba Region
Medical Services Branch
National Health and Welfare
Room 500, 303 Main Street
Winnipeg, Manitoba
R3C 0H4

Regional Director, Quebec Region
Medical Services
National Health and Welfare
Guy Favreau Complex
200 Dorchester Blvd. West
Montreal, Quebec
H2Z 1X4

Regional Director, Atlantic Region
Medical Service
National Health and Welfare
Room 439, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V6

Regional Director, Ontario Region
Medical Services
National Health and Welfare
Union Electric Building
370 Catherine Street
Ottawa, Ontario
K1A 0L3

Regional Director, Overseas and National Capital Region
Medical Services Branch
National Health and Welfare
2nd Floor, 301 Elgin Street
Ottawa, Ontario
K1A 0L3

Personal Information Banks

Public Service Health

Technical Support Files
HWC-P10

This bank records the levels of various heavy metals in blood, hair, urine, and so on of individuals exposed. Data content includes test results for a wide variety of environmental and occupational hazards such as dust, mercury, cadmium, arsenic and lead. Exposed native populations and federal government employees are identified. The bank is used to monitor the health of and keep records for exposed individuals. Information is retained for ten years. Inquiries from native persons should provide a band number, if applicable; and all inquirers involved in contaminant studies should provide their date of birth, community where resident and community where tested.

IND = 100,000/ADP = m/DATE = 84-04-01

Immigration

Immigration Medical Records
HWC-P20

This information bank includes chest X-rays for TB screening; original records of medical examination findings for determining medical admissibility of a prospective immigrant; reports concerning medical examinations, medical history and hospital admissions; cumulative records of totals by month and year of number of persons examined; and a summary of examination results. The bank is used to determine the medical status of immigrants. Otherwise, its use is restricted to providing the person's physician with supportive individual records in the bank, with the person's consent, and to providing information to any level of government in the interest of Canadian public health. Persons who were given the immigration medical outside Canada, or in Saskatchewan, or in the Ottawa-Hull area should address inquiries to the Regional Director, Overseas and National Capital Region; all others to the Regional Director closest to the place where they were medically examined. The date (as accurate as possible) and place of the immigration medical examination should be provided as well as the location of the Canadian Immigration Office that issued the visa. Records are retained according to the various assessment categories.

IND = 1,600,000/ADP = m/DATE = 84-04-01

Indian Health

Federal Hospital Files
HWC-P30

The department operates several hospitals in Canada to provide direct hospital care for the native Indian and Inuit population of Canada as well as for all the population in the north. Each hospital maintains a medical records department that is responsible for the collective records maintained on patients of the hospital. Records may be used, as well, for epidemiological studies. The patient file includes admission and separation records, medical history, lab., X-ray, and other diagnostic services, requisitions and reports, doctor's orders, nursing notes, accounting statements, O.R., social services, pharmacy, and other patient treatment and services records. The records are accessible through the hospital administration or superintendent. Records are retained for 25 years after the last entry in the file, provided that before such records are destroyed, a case summary will be made and retained for two years after death. The name and date, and location of the hospital where treatment was given are to be provided on the Record Access Request Form. Information is exchanged with provincial health facilities, provincial medical insurance plans, and municipal and provincial health and welfare agencies.

ADP = m/DATE = 84-04-01

Federal Nursing Stations and Health Centres Files
HWC-P40

The department operates a large number of nursing stations and health centres in Canada, many of which are in remote areas. These facilities are staffed by nurses and offer basic treatment and preventive nursing services to the local Indian and Inuit population and others. Their patient records identify their patients and provide basic reporting of the medical reason for receiving care and the nursing care procedures provided. There are over 200 such facilities in Canada.

Records are retained for 25 years after the last entry on the file, provided that before such records are destroyed, a case summary is made and retained for two years after death. Record Access Request Forms should include identification of the nursing station or health centre, and date when treatment was received.

Information is exchanged with provincial health facilities, provincial medical insurance plans, and municipal and provincial health and welfare agencies.

ADP = m/DATE = 84-04-01

Prosthetic Services

Any inquiries concerning the following bank should be addressed to:

Chief, Administration and Operations
Prosthetic Services
National Health and Welfare
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

Prosthetic Medical Records
HWC-P50

The department operates eight prosthetic services centres in Canada to provide direct prosthetic-orthotic rehabilitation services to the population of Canada. This bank contains the medical records of patients receiving prosthetic/orthotic services from these centres. Each centre maintains a patient's record identifying the patient, notes on patient's medical history, physicians' prescriptions, services and appliances provided, and progress notes on patients. The primary use is to maintain information on the prosthetic/orthotic condition of the patient. Persons seeking access should indicate the location of the departmental centre at which they first received service.

The files are kept indefinitely during the patient's lifetime, or until such time as the service is transferred to provincial control.

IND = 23,000/ADP = m/DATE = 84-04-01

Prosthetic Accounting Records
HWC-P60

This bank contains the accounting records of patients who have received prosthetic/orthotic services from one of the prosthetic services centres operated by the department. Each record identifies the patient, the services and appliances provided, and the status of his or her account. The primary use is financial control of the services, including collections on accounts receivable. The files are kept for six years.

IND = 23,000/ADP = m/DATE = 84-04-01

Health Protection Branch

Any inquiries concerning this bank should be addressed to:

Chief
Biostatistics and Computer Applications Division
Environmental Health Directorate
Environmental Health Centre
Health Protection Branch
de la Colombine Blvd., Tunney's Pasture
Ottawa, Ontario
K1A 0L2

Environmental and Occupational Chemical Exposures
HWC-P100

This bank consists of information on the health effects of exposure to hazardous chemicals. Records are kept on an individual basis and include personal identifying information and results of appropriate biological tests. The data are collected from populations exposed to or suspected of being exposed to chemicals of a toxic, carcinogenic, or otherwise hazardous nature, e.g., pesticide workers, female workers, pregnant workers in metallurgical industries, urban populations and smokers. Records include returned questionnaires and the results of medical examinations, blood and urine tests, pulmonary function tests and nerve conduction tests. The information in this bank is used to increase individual awareness of exposure risks and precautionary measures, to increase employer awareness of risks and improvements for health and safety programs, and to indicate to the government current exposure risks and needs for future research and standard setting. Information is retained for five years after completion of the study.

DATE = 84-04-01

Bureau of Dangerous Drugs

Any inquiries concerning the following banks should be addressed to:

Assistant Director
Bureau of Dangerous Drugs
Room 306, Jackson Building
122 Bank Street
Ottawa, Ontario
K1A 1B9

Record of Researchers
HWC-P110

This bank provides a list of persons authorized to use, and who are using, narcotic, controlled and restricted drugs in research work. It is primarily concerned with scientists and medical and paramedical professionals. The bank is used to ensure that persons using narcotic, controlled and restricted drugs for research purposes have been authorized to do so. Records in individual cases are held for ten years.

IND = 860/ADP = m/DATE = 84-04-01

Purchase Records of Hospitals, Licensed Pharmaceutical Companies, and Provincially Registered Practitioners and Pharmacists
HWC-P130

This bank contains purchase records of narcotics and controlled drugs made by licensed pharmaceutical companies and hospitals as well as currently registered practitioners and pharmacists who are entitled to purchase and/or prescribe narcotic and controlled drugs under the *Narcotic Control Act* and *Food and Drugs Act*. This bank is used to ensure that licensed narcotic and controlled drugs dealers supply narcotic and controlled drugs only to authorized persons; it is also used to monitor and assess purchases of narcotic and controlled drugs made by pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. Records in individual cases are held for two years for pharmacy sales reports and for three years for licensed dealers sales reports.

IND = 68,847/ADP = m/DATE = 84-04-01

Practitioner and Pharmacist Files
HWC-P140

This bank contains information concerning the prescription, utilization and distribution of narcotic and controlled drugs by practitioners and pharmacists. It is used in connection with drug control programs to ensure that narcotic and controlled drugs are used for legitimate medical purposes and are not diverted to illicit avenues; and it contains reports prepared by Drugs Directorate inspectors and enforcement agencies concerning the misuse and abuse of drugs by health professionals, and investigations with respect to such diversion. It is also used as a basis to make decisions concerning notifications to pharmacists and licensed narcotic and controlled drug dealers not to supply narcotic and/or controlled drugs on the strength of orders issued by certain pharmacists and orders and prescriptions issued by certain practitioners. It also serves as a basis for decisions concerning prosecution action relating to health professionals. Practitioner files are retained for two years after death; if retired or lapsed registration, for five years with no history of drug-related problems, and for ten years with a history of drug-related problems.

Pharmacist files are retained for two years after death; if currently registered, for five years after last correspondence; if retired or lapsed registration, for ten years after last date of correspondence or registration.

IND = 25,000/ADP = m/DATE = 84-04-01

Drug Investigation (Users and Distribution) Files
HWC-P150

This bank contains information on people investigated under the *Narcotic Control Act* and Regulations and the *Food and Drugs Act* and Regulations. It consists of reports prepared by police departments, the Department of Justice, the Department of the Solicitor General, Crown Counsel, and lawyers, on investigations concerning persons involved in illicit drug use and distribution. It also consists of information received as a result of the monitoring of drug importation, manufacture, distribution and prescription. It includes the following personal information: name, address, date of birth, fingerprints, sex, occupation, drug involvement, and details of the investigation, arrest and the case disposition, details of drugs, things, and assets seized and their disposition. It is used as follows:

1. In making decisions in enforcing the regulations concerning the prescribing and dispensing of narcotic and controlled drugs by practitioners and pharmacists and the receipt and use of such drugs by individuals.
2. In making decisions in connection with the disposition of drugs and things (including money, conveyances and other assets) seized under the authority of the *Narcotic Control Act* and *Food and Drugs Act*.
3. To prepare statistics (drug use and conviction) for health planning purposes on drug use in Canada and in the preparation of the Annual Report required by the United Nations Narcotic Commission.

In addition to the requirements indicated on the Record Access Request Form, requestors must provide their full name, date of birth and place of birth. In cases where the information is deemed to be of a sensitive nature, inquirers will be required to provide appropriate identifying information about themselves at the time of access to ensure the personal information relates to them and not to another person of similar name and description. Cannabis-only offence reports are kept only two years or until data for statistical purposes have been extracted on a depersonalized basis. Canabis-only cases where assets

are seized are kept five years from date of final disposition or last correspondence. All other convictions are kept five years from date of last conviction. Cannabis cases with international implications that are reported to the United Nations are kept until a final report is submitted to the United Nations. Only these reports are kept two years after the last action taken.

IND = 250,000/ADP = m/DATE = 84-04-01

Methadone Program
HWC-P160

This bank contains the names and addresses of practitioners authorized to purchase, prescribe or dispense methadone. It is used to monitor those physician practices where methadone is administered, including the treatment of narcotic addicts and to develop a profile of narcotic addiction treatment in Canada. Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems.

IND = 392/ADP = m/DATE = 84-04-01

Amphetamine Control
HWC-P170

The purpose of this bank is to regulate the non-approved uses of a restricted class of drugs. It contains diagnostic and other information from physicians on the perceived medical needs for designated amphetamines. Only patients for whom designated amphetamines have been prescribed for non-listed conditions are included. The bank is part of the monitoring of the use of this class of drugs in conformity with the *Food and Drugs Act* and Regulations. Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems.

ADP = m/DATE = 84-04-01

Administration

Address any inquiries regarding the following bank to

Director
Finance and Administration
Health Protection Branch
Health and Welfare Canada
Sir Frederick G. Banting Research Centre
Tunney's Pasture
Ottawa, Ontario
K1A 0L2

Service Contracts
HWC-P180

This bank is used primarily to control commitment of funds and to ensure that payments are made in accordance with contract terms. Data content includes contract details with individuals and institutions, financial data related to contracts, and certificates of satisfactory performance. Only persons under contract to the Health Protection Branch are included. The information is used to monitor contracts of personal service and to make decisions regarding timing and amount of payments in relation to the contract terms and satisfactory performance. Records are held for six fiscal years after completion and no renewal of contract.

IND = 500/ADP = m/DATE = 84-04-01

Disease Control

Address any inquiries regarding the following bank to

Chief, Non-Communicable Diseases
Laboratory Centre for Disease Control
Health Protection Branch
National Health and Welfare
Ottawa, Ontario
K1A 0L2

The Canadian Congenital Anomalies Surveillance System (CCASS)
HWC-P185

The purpose of this data bank is to provide a data base to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies. Participating provinces provide records of stillbirths and livebirths for which a birth defect has been diagnosed. The information includes the mother's name and address and the infant's date of birth, sex, nature of birth defect and name when available. The system was initiated in 1966 and to date no individual records have been discarded. It is expected records will be retained for 100 years from birth date.

IND = 150,000/ADP = h/DATE = 84-04-01

Radiation Protection

Any inquiries concerning the following banks should be addressed to

Director
Radiation Protection Bureau
Brookfield Road, Confederation Heights
Ottawa, Ontario
K1A 1C1

Applicants for the Use of Radionuclides in Humans
HWC-P190

The purpose of this bank is to retain applications from physicians to use radionuclides in humans. The information on each doctor usually includes a curriculum vitae with names of referees, copies of diplomas and other certificates of qualifications, and related correspondence. The consistent use of this bank is to advise the Atomic Energy Control Board on the training and experience of a physician associated with an institution that is applying for an Atomic Energy Control licence. Applications are retained for ten years after the death of the applicant.

IND = 100/ADP = m/DATE = 84-04-01

National Dose Registry for Occupational Exposures
HWC-P200

The purpose of the bank is to keep records for individuals whose occupational exposures have been monitored. It currently includes information on occupational exposures to radiation. Records are kept on an individual basis and include, in addition to personal identifying information, cumulative radiation exposures and a record-by-record account of the entries into the Registry. Exposure records are inputted from the National Dosimetry Service and from organizations that have their own radiation monitoring programs. The Registry is designed and used primarily for epidemiological and informational purposes. It is also used to advise the individual, his or her employer and the appropriate regulatory authorities when his record shows that he has exceeded or is about to exceed the maximum permissible dose as described in relevant provincial Acts, the Canada Labour Safety Code or Treasury Board recommendations for federal employees, and the *Atomic Energy Control Act*. Records are retrieved by social insurance number (SIN) and are kept for 80 years. Persons requesting records should include their SIN on their request form.

IND = 250,000/ADP = h/DATE = 84-04-01

Health Services and Promotion Branch

Any inquiries concerning the following banks should be addressed to

Chief, Branch Administration
Planning and Management Services
Health Services and Promotion Branch
5th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4

Service Contracts with Individuals
HWC-P210

This information bank is used to select and record payments made to individuals under service contract. It contains information on the background and experience of potential contractors, suggested methodologies, expected results, budgetary commitments and payment methods. Only persons under contract to the Health Services and Promotion Branch, past contractors and potential future contractors are included. This bank is used in the selection of contractors and in the day-to-day administration of the contracts. The information is retained on branch files for six fiscal years after non-renewal or completion of contract.

IND = 55/ADP = m/DATE = 84-04-01

Family Planning

Family Planning Research Projects
HWC-P220

This bank was created for the administration of the review of research applications by organizations seeking funds from the Family Planning Program and the administration of funds to those approved. The bank includes the research proposal; task description of main staff; curricula vitae of principal investigator and other proposed staff to be hired to undertake the project if the project is approved; and the review committee's comments on the research proposal. Only welfare agencies, including universities and research institutions, are included in the bank. Research applications are assessed by an external research committee. The review is based on the quality and merit of the proposal, the capacity of the applying organization to undertake the project, and the availability of adequate resources. Records are held for six years.

IND = 56/DATE = 84-04-01

Family Planning — Fellowship Grants
HWC-P230

This bank records information needed to assess the suitability for a fellowship of candidates and their university study projects. Contents include employment history, education history, publications relevant to a particular fellowship, and correspondence. Only persons who are qualified to teach at a recognized university and who have been suggested for a fellowship are included. The bank is used by the departmental staff and external appraisers to judge the suitability of candidates for a fellowship. Records are held for six years.

IND = 7/ADP = m/DATE = 84-04-01

Health Promotion

Application for Research Contributions
HWC-P240

This data bank is used for the assessment of both the scientific merit of applications for research contributions and the competence of the applicants to carry out the proposals. Included in these banks are curriculum vitae for each person responsible for the execution of the activity. Only persons involved in drug abuse research are included. The bank is used administratively for the review of applications for funds from the Non-Medical Use of Drugs Research Contributions Program. Records are held for seven fiscal years.

IND = 1,000/ADP = m/DATE = 84-04-01

Health Research Programs

Personnel Award Application Files
HWC-P250

This bank was created for the administration of the review of applications for funds from the National Health Research and Development Program for training, career development, and career support of health researchers and for the administration of funds to those approved. Contents include address, marital status, health-related employment history, educational background, publications, research and career plans, confidential assessments of candidates and letters of reference, and review committee members' comments on the application. Canadian or landed immigrant university graduates planning to begin or continue careers in health research are included in the bank, which is used only for assessment of candidates at present. In future it may be used in the internal evaluation of the awards program. Records are held for one to six years.

IND = 800/ADP = m/DATE = 84-04-01

Applications for Contributions Files
HWC-P260

This bank was created for the administration of the review of applications for funds from the National Health Research and Development Program for research projects, conferences, and related scientific activities, and for the administration of funds to those approved. Contents include the curriculum vitae of each person responsible for the execution of the activity: education, employment, publications. Persons involved in health research are included in this bank, which is used only for the assessment of the competence of applicants to carry out the proposal. The assessment is made by external committees of health researchers. Records are held for one to six years.

IND = 4,282/ADP = m/DATE = 84-04-01

Committee Files
HWC-P270

This bank records the background of each member of the advisory and review committees for the purpose of verifying, if requested, that the membership is representative of the health research community. Contents include curricula vitae, education, employment, publications. Canadian health researchers and some representatives of interest groups promoting health research are included in the bank, which has been used only for obtaining internal departmental approval of committee membership. Records are held for one to five years.

IND = 225/ADP = m/DATE = 84-04-01

Income Security Programs Branch

The objective of the Income Security Programs Branch is to maintain and improve the social security of Canadians. This branch, through two major components — Policy, Liaison, and Development, and Programs Operations — is responsible for the administration of the Canada Pension Plan, the Old Age Security, and the Family Allowances programs. A brief description of the programs follows:

The Canada Pension Plan: a compulsory, contributory social insurance program that provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The Old Age Security Program: provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement for pensioners who have little or no other income as well as an income-tested Spouse's Allowance for spouses, aged 60 to 65, of pensioners already in receipt of the Guaranteed Income Supplement.

The Family Allowances Program: supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

The Policy, Liaison, and Development component is responsible for the review and development of legislative proposals and related policy. The Programs Operations component, through six divisions and a network of regional and district offices across Canada, is responsible for the administration of the aforementioned programs, including all aspects of client services and all administrative aspects of programs appeals.

Personal information collected by the Income Security Programs Branch in the course of the administration of the Canada Pension Plan, the *Old Age Security Act* and *Family Allowances Act* is contained and maintained in personal information banks located in the regions, and at headquarters in Ottawa.

Income Security Programs Branch

Requests for access to Family Allowances and Old Age Security personal information banks must be addressed to the Regional Director of the province of residence.

The Regional Director
Family Allowances and Old Age Security

Newfoundland
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
Telephone: (709) 772-4560

Prince Edward Island
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
Telephone: (902) 566-7860

Nova Scotia
Room 1400, Barrington Tower
Scotia Square
Halifax, Nova Scotia
B3J 3J4
Telephone: (902) 426-2342

New Brunswick
633 Queen Street
Fredericton, New Brunswick
E3B 4Z6
Telephone: (506) 452-3306

Quebec
15 Henderson Street
Quebec, Quebec
G1K 7L5
Telephone: (418) 694-3158

Ontario
789 Don Mills Road
Don Mills, Ontario
M3C 1T5
Telephone: (416) 966-6022

Manitoba
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2310

Saskatchewan
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
Telephone: (306) 359-5654

Alberta, Northwest Territories and the Yukon
900 Manulife House
10055-106th Street
Edmonton, Alberta
T5J 2Z6
Telephone: (403) 420-2670

British Columbia
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
Telephone: (604) 388-3287

For general information only:

Ottawa
Privacy Co-ordinator
c/o Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor, Tower "B"
Place Vanier
355 River Road
Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

Old Age Security, Computer Master Files
HWC-P280

This is the control bank for the payment of Old Age Security, Guaranteed Income Supplement and Spouse's Allowance. Content includes name and address, date of birth, sex, language code, social insurance number, account number, residence code, marital status, income information for Guaranteed Income Supplement and Spouse's Allowance applicants, as well as payment history for production of T4A OAS forms. Individuals identified in this bank are in receipt of the Old Age Security Pension, the Guaranteed Income Supplement, or the Spouse's Allowance. The bank is used for the payment of monthly benefits, the assessment of continuing eligibility and the holding of payment history of beneficiaries. It provides data to provinces for purposes of administering provincial social security programs benefits, to foreign governments with which Canada has signed reciprocal social security agreements, and to Revenue Canada for income verification purposes for Guaranteed Income Supplement and Spouse's Allowance recipients. The information is also shared with the Canada Employment and Immigration Commission, the Department of Finance, the Department of Veterans Affairs, and Statistics Canada, and with Supply and Services Canada for purposes of cheque issuance. Access to this bank requires name, address, social insurance number and/or account number. The retention of records is under review.

IND = 2,572,000/ADP = c/DATE = 84-04-01

Old Age Security File (Individual)
HWC-P290

The bank is used for administrative purposes regarding the payment of Old Age Security, Guaranteed Income Supplement and Spouse's Allowance. Contents include name and address, date of birth, sex, language, social insurance number, account number, residence information, marital status, income information, payment and eligibility history. Each individual file contains application forms, correspondence, internal processing forms, field investigation reports relating to eligibility, changes of address and marital status, which support the entry of data elements contained on the computer master files. Access to this bank requires name, address, social insurance number and/or account number. The retention of records is under review.

IND = 2,572,000/ADP = c/DATE = 84-04-01

Family Allowances Computer Master Files
HWC-P300

This is the control bank for the payment of Family Allowances. Contents include name, address, account type and number, monthly rate, social insurance number, language code, name and date of birth of child or children, sex, as well as payment history for production of TFA-1 forms. Individuals identified in this bank are Family Allowances payees only. The bank is used for the payment of monthly benefits, the assessment of continuing eligibility, the holding of payment history of beneficiaries, and the provision of data to provinces for purposes of administering provincial social security programs benefits. The information is also shared the the Canada Employment and Immigration Commission, the Department of Indian Affairs and Northern Development, Revenue Canada, and Supply and Services Canada for purposes of cheque issuance. Access to this bank requires name, address, social insurance number, and/or account number. Records are retained for two years after last Family Allowances payment.

IND = 3,636,000/ADP = h/DATE = 84-04-01

Family Allowances File (Individual)
HWC-P310

This bank is used for administrative purposes regarding the payment of Family Allowances. Contents include name, address, account type and number, monthly rate, social insurance number, language code, name and date of birth of child or children, sex, payment and eligibility history. Each individual file contains application forms, correspondence, internal processing forms, field investigation reports relating to eligibility and changes of address, which support the entry of data elements contained on the computer master files. Access to this bank requires name, address, social insurance number, and/or account number. Records are retained for two years after last Family Allowances payment.

IND = 3,636,000/ADP = H/DATE = 84-04-01

Family Allowances Alphabetic Index
HWC-P320

This bank is used to prevent entry of duplicate accounts. Contents include account numbers, payees' names, spouses' names, social insurance number and indicators, account type and status, and, for agency accounts, children's birthdates. This index is computerized in Ontario and Quebec only; it is maintained manually in other provinces. Access to this bank requires name, address, social insurance number, and/or account number. Records are retained for two years after last Family Allowances payment.

IND = 2,500,000/ADP = h/DATE = 84-04-01

Canada Pension Plan

Requests for access to Canada Pension personal information banks should be addressed to:

Director, Claims and Benefits
Canada Pension Plan
Tower "A", Place Vanier
333 River Road
Ottawa, Ontario
K1A 0L1

Canada Pension Plan Record of Earnings File
HWC-P330

The purpose of this bank is to maintain a record of employment and self-employment earnings and contributions for purposes of administering the Canada Pension Plan. The data are provided by Revenue Canada and include employment earnings and Canada Pension Plan contribution history. The bank is used to determine benefit entitlement and calculate the amount of Canada Pension Plan benefits. Access to this bank requires name, address and social insurance number. The retention of records is under review.

IND = 15,735,000/ADP = c/DATE = 84-04-01

Canada Pension Plan Benefit File (Individual)
HWC-P340

The bank is used for administrative purposes regarding the payment of Canada Pension Plan benefits. Contents include name, address, social insurance number, date of birth, marital status, sex, language preferences, earnings information as well as school attendance information. Each individual file contains application forms, correspondence, birth, marriage and death evidence, social insurance number, school attendance forms, T4 slips. Access to this bank requires name, address and social insurance number. The retention of records is under review.

IND = 1,800,000/ADP = m/DATE = 84-04-01

Canada Pension Plan Validation File
HWC-P350

The data contained in this bank are collected and maintained by the Canada Employment and Immigration Commission. The information is provided to the Income Security Programs Branch Administration for use in the administration of the Canada Pension Plan. The bank is used to verify that applications for Canada Pension Plan benefits are made under the correct social insurance number and to ensure that the correct contributor's earnings are used in the calculation of benefits. Contents include name, social insurance number, date of birth, sex and language code. Access to this bank requires name, address and social insurance number. The retention of records is under review.

IND = 23,969,000/ADP = c/DATE = 84-04-01

Canada Pension Plan Computer Master Benefit Files
HWC-P360

This is the control bank for payment of Canada Pension Plan benefits. Contents include name, address, social insurance number, sex, marital status and language code, as well as calculations of benefits and payment history of beneficiaries and/or dependents. The bank is used to provide data to provincial governments administering their own corresponding plan and to foreign governments for administering reciprocal social security agreements as well as to Supply and Services Canada for cheque issuance. The bank may also be used to provide data to the Canada Employment and Immigration Commission for administering the *Unemployment Insurance Act*. Access to this bank requires name, address and social insurance number. The retention of records is under review.

IND = 1,848,000/ADP = c/DATE = 84-04-01

Canada Pension Plan Cheque Payment Records
HWC-P370

This bank maintains a computerized payment history of recipients of Canada Pension Plan benefits. Contents include name, address and social insurance number. This bank is used primarily for financial control and audit trail of payments to recipients of Canada Pension Plan benefits, as well as for issuing T4AP slips for income tax purposes. Access to this bank requires name, address, and social insurance number. The retention of records is under review.

IND = 1,470,000/ADP = c/DATE = 84-04-01

Personal information requests for access to the following bank should be addressed to

Director, Disability Division
Canada Pension Plan
Tower "A", Place Vanier
333 River Road
Ottawa, Ontario
K1A 0L1

Canada Pension Plan Disability Medical Records
HWC-P380

Information in this bank is used to determine an applicant's entitlement to a disability pension under the Canada Pension Plan. This bank maintains hard copy files containing medical and employment records of applicants and a copy of the application for Disability Pension. Access to this bank requires name, address and social insurance number. The retention of records is under review.

IND = 400,000/ADP = m/DATE = 84-04-01

Personal information requests for access to the following bank should be addressed to

Director
International Operations
Income Security Programs
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L4

International Operations (Individual/Computer Master Benefit Files)
HWC-P390

This bank maintains individual hard copy files and computer master benefit files. Individual files are used for purposes of determining the eligibility of applicants and/or their dependents to Old Age Security, and/or Canada Pension Plan benefits under international social security agreements. Each individual file contains application forms, proof of age and/or marital status documentation, social insurance number, account number and changes of address for purposes of validating the data elements found on the computer master file. The computer master file is used for the payment of benefits, assessment of continuing eligibility, and provision of data to provinces for payment of provincial social security programs benefits. The bank is also used to provide information to countries with which Canada has signed reciprocal social security agreements and to Supply and Services Canada for purposes of cheque issuance. Access to this bank will require proof of identity including name, address, and social insurance number. The retention of records is under review.

IND = 20,000/ADP = h/DATE = 84-04-01

Social Service Programs Branch

National Welfare Grants

Any enquiries concerning the following banks should be addressed to

Privacy Co-ordinator
Social Service Programs Branch
Room 920
Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5

Visiting Professorship Plan
HWC-P400

This bank records information provided by universities applying for a visiting professorship that enables the selection panel to decide on successful applications under the plan, and to administer the awards of winners. Contents include the program proposed for a visiting professorship and the curriculum vitae of the nominated candidate. Only those who made application for a visiting professorship were included. This bank was used by the selection panel once a year to assess applications and make awards, which were then made public. Records were held for six fiscal years for successful applicants; all remaining existing records may be destroyed in 1986. This program ended in 1978.

IND = 26/ADP = m/DATE = 84-04-01

National Welfare Fellowship

HWC-P410

This bank records information provided by applicants for National Welfare Fellowships to enable the selection committee to decide on the successful candidates in the competition and to administer the awards of the winners. Contents include educational and employment history, study plans and the amount of the award. Only those who have made application for a National Welfare Fellowship are included. The bank is used by the selection committee once a year to assess applications and grant awards, which are determined on the basis of actual costs. The names of successful candidates are made public. Records are held for six fiscal years for successful candidates. For unsuccessful candidates, records are held for three.

IND = 185/ADP = m/DATE = 84-04-01

Welfare Research Fellowships

HWC-P420

This bank was created for the administration of the review of applications for research funds from the National Welfare Grants Program by senior welfare researchers and the administration of funds to those approved. Contents include the curriculum vitae of each applicant: education, employment, publications and the review committee members' comments on the research application. Only experienced researchers in the social welfare field are included. The bank is used only for the assessment by an external committee of social welfare researchers of the competence of applicants to carry out their proposal and to assess the quality of the proposal. The names of successful applicants are made public. Records are held for six fiscal years for successful candidates; for three for unsuccessful candidates.

IND = 20/ADP = m/DATE = 84-04-01

Welfare Research Projects

HWC-P430

This bank was created for the administration of the review of research applications by the organizations seeking funds from the National Welfare Grants Program and the administration of funds to those approved. The bank includes the research proposal; the task description of the main staff, curricula vitae of the principal investigator and other proposed staff to be hired to undertake the project if the project is approved; and the review committee's comments on the research proposal. Only welfare agencies, including universities and research institutions, are included in the bank. Research applications are assessed by an external research committee three times a year. The review is based on the quality and merit of the proposal, the capacity of the applying organization to undertake the project, and the availability of adequate resources. Records are held for six fiscal years for successful projects; for three, for unsuccessful projects.

IND = 65/ADP = m/DATE = 84-04-01

Welfare Research Advisory Committee

HWC-P440

This bank records information provided by prospective members of the Research Advisory Committee, an external committee set up to review welfare research grant applications, senior welfare research fellowships and Research Group Development Grants. The bank includes curriculum vitae of each member or prospective member: education, employment, publications. This file also contains the minutes of the Research Advisory Committee meetings to review research applications. Only experienced researchers in the social welfare fields are included. The bank is used as a pool of prospective and actual members of the Research Advisory Committee. Invitation to become a member is made by the Minister. Records are held for five fiscal years.

IND = 15/ADP = m/DATE = 84-04-01

Canada Assistance Plan

Canada Assistance Plan — General Assistance — Approval of Items of Special Need

HWC-P450

This bank records requests for federal approval of items of special need for provincial social assistance recipients. It includes name, address, provincial file number, and the type and cost of the items for which approval is requested. Only recipients of provincial or territorial social assistance payments with special needs are included. The bank is used to provide departmental staff with a record of approvals and rejections and data on the use of the special needs provisions of the Act. Records are held for six fiscal years.

IND = 1,388/ADP = m/DATE = 84-04-01

Vocational Rehabilitation of Disabled Persons — Records of Approval — Individuals

HWC-P460

This bank records requests for federal approval of the costs of individual items required by disabled persons covered under the *Vocational Rehabilitation of Disabled Persons Act*. It includes name, address, provincial file number, description of disability, type and cost of items or services requested, vocational assessment, and approvals, and rejections. Only persons who, because of physical or mental impairment, are incapable of pursuing regularly any substantially gainful occupation and who have applied for help under provincial rehabilitation programs are included. The bank is used by departmental staff to monitor program developments, to allocate federal funds available for VRDP purposes, and to provide statistical information on program operations. Records are held for six fiscal years.

IND = 25/ADP = m/DATE = 84-04-01

Fitness and Amateur Sports Branch

Athlete Assistance Program

HWC-P470

The purpose of this bank is to provide information on federal financial assistance to top Canadian athletes. It contains personal and competitive data on each applicant. Included also are academic data on each recipient. The bank is used to determine eligibility for financial assistance. Records are retained while recipients are in receipt of financial support, and in accordance with the schedule of general records disposal for Central Registry files.

IND = 900/ADP = m/DATE = 84-04-01

Associations Staffing
HWC-P480

The purpose of this bank is to maintain an accurate, up-to-date inventory of the candidates applying for positions of executive directors, technical directors, coaching and program personnel in national sport and recreation associations. It contains personal characteristics, employment history, educational qualifications and references. It also includes evaluation and rating forms for each candidate after the interview process. The files are used by Sports Canada and Fitness Canada officers participating in the hiring committees of national agencies and to determine the eligibility of candidates. Records are retained in accordance with the schedule of general records disposal for Central Registry files.

IND = 2000/ADP = m/DATE = 84-04-01

Personal Service Contracts
HWC-P500

This information bank is to record payments made to individuals under personal service contracts. This bank contains personal service contracts, invoices and payment records for individuals under personal service contract to the Fitness and Amateur Sport Branch. Records are retained in accordance with the schedule of general records disposal for Central Registry files.

IND = 200/ADP = m/DATE = 84-04-01

Applications for Approved Research Projects
HWC-P510

This bank is established to assist in the administration of the Branch's Research Contribution Program. It contains the title of the project, the principal investigator, the budget, a detailed description of the project and a curriculum vitae for each principal and co-investigator who applies for consideration in the program. The bank is used to provide an on-going account (technical, financial and administrative) on the status of each approved research project, as well as to provide detailed information on the project itself. Records are retained in accordance with the schedule of general records disposal for Central Registry files.

IND = 100/ADP = h/DATE = 84-04-01

Order of Canada Nominees
HWC-P520

This bank is established to provide recommendations on persons in sport or recreation who are nominated for the Order of Canada award. It contains complete biographical information on each nominee referred to the branch. The bank is used as an inventory of unsuccessful candidates who may be reconsidered for awards. Recommendations on the same persons may be requested several times. Records are retained indefinitely.

IND = 100/ADP = m/DATE = 84-04-01

Classes of Personal Information

In the course of conducting this department's activities, items of personal information may be accumulated that are not contained in the personal information banks described previously. Such personal information might include routine correspondence or complaint and inquiry files that are stored as part of a general subject or project file, where records are not normally retrieved by name of individual or other personal identifier. This type of personal information could not be retrieved without providing details on the dates, subject matter, geographic location or the particular event or activity associated with the individual record being sought. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

National Library

Background

The National Library of Canada, created in 1953, operates under the *National Library Act* (1969) and its amendments and it enforces the *Legal Deposit Regulations* (1969). It is a branch of government having the rank of a department and reports to Parliament through the Minister of Communications. The National Library serves the nation from the National Capital.

Overall Responsibilities

The National Library ensures that the written heritage of the Canadian people is preserved and makes it easier for everyone to share the resources of the country's libraries.

To fulfill its responsibilities the Library collects and promotes the Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference, information and referral services to support similar services provided by other Canadian libraries, with special emphasis on Canadian related subjects; making known the written heritage of the nation through a cultural events program; and facilitating the use of the nation's total library resources by co-ordinating and participating in national and international programs for identifying and making available publications on interlibrary loan.

Access Procedures

Please address enquiries about the following five banks to:

Privacy Co-ordinator
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

Personal Information Banks

Collections Development Branch

Canadian Authors' Data Bank
NLC-P10

The purpose of this bank is to record information on the acquisition of books written by Canadians or published in Canada. It contains the curricula vitae, press clippings, correspondence and memorabilia of Canadian authors, and records of legal deposits and purchases. The files are arranged alphabetically by the name of the author, and contain information on authors publishing since the early 1950's, when the National Library was created. The records are retained permanently and are available for research purposes.

IND = 30,000/ADP = m/DATE = 84-04-01

Public Services Branch

Canadian Authors/Illustrators of Children's Books Information Bank
NLC-P20

The purpose of this bank is to record information on Canadian authors and illustrators of children's books. It contains unsolicited biographical information as well as critical commentary on their works and information on Canadian children's literature in general. The files are arranged alphabeticaly by author/illustrator. They provide a reference and bibliographic source for researchers. Records in this bank are retained permanently since they are available for research purposes.

IND = 100/ADP = m/DATE = 84-04-01

Canadian Musician Information Bank
NLC-P30

The purpose of this bank is to record biographical information on Canadian musicians. It contains curricula vitae, correspondence, memorabilia, bibliographies, discographies of Canadian composers, performers and other professional members of the musical community. Materials about the individuals included in the bank are collected either directly from the individuals themselves or from other sources so that the National Library has an accurate and current store of records. Files in this bank are used to provide information to National Library employees and a reference service to other interested parties in relation to their work or research and to prepare publications such as the *Encyclopedia of Music in Canada*. Records in this bank are retained permanently since they are available for research purposes.

IND = 10000/ADP = m/DATE = 84-04-01

Biographical Information Bank of Canadian Librarians and Information Specialists
NLC-P40

The purpose of this bank is to record biographical information on Canadian librarians and information specialists. It contains clippings, publicity photos, notices of publications, professional résumés and similar biographical materials on Canadian librarians and information specialists. Data are held in vertical files arranged alphabetically by the name of the individual. The uses of the files in this bank are to enable the Library Documentation Centre to answer queries from staff and the Canadian library community in relation to their work or research and to develop a reference source similar to a biographical dictionary. Files in the bank are retained permanently either in unpublished or published form.

IND = 1000/ADP = m/DATE = 84-04-01

Computer-Based Reference Service Records
NLC-P50

The purpose of this bank is to record information related to reference servicing. It contains correspondence, search profiles and records of service charges. The consistent uses of the records in this bank are to monitor the current awareness and retrospective searching services, to verify service requests and search profiles and to prepare necessary statistics. The records are used only by the staff of the Computer-Based Reference Service, are retained for the period of subscription to the service and two years after the cancellation of the subscription. Then records are sent to the Public Archives.

IND = /ADP = m/DATE = 84-04-01

National Museums of Canada

Background

The National Museums of Canada, a crown corporation established in 1968 by the *National Museums Act*, reports to Parliament through the Minister of Communications. It incorporates in a single administration Canada's four National Museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museums of Natural Sciences, and the National Museum of Science and Technology, including the National Aviation Museum. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the Chief Executive Officer of the corporation. The purposes of the corporation, as defined in the Act, are "to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof."

In 1972, the Government of Canada approved a National Museum Policy designed to acknowledge that the federal government had an interest in all collections which formed the national cultural heritage and therefore to ensure the preservation of Canadian museum collections and to increase public access to them. The result was that the National Programmes Branch was established to provide services and assistance to the Canadian museum community to further the objectives of this policy.

The Museum Assistance Programme is the responsible area for the granting of monies for projects that meet specific qualifications and criteria to provincial museums and galleries across Canada. The personal information related to this programme will be found under fellowships, internships and training by each of the provincial museums and galleries applying for grants.

Access Procedures

Inquiries should be addressed to:

Office of the Assistant Secretary-General,
Corporate Services
National Museums of Canada
21st Floor, West Tower
L'Esplanade Laurier
Ottawa, Ontario
K1A 0M8
Telephone: (613) 995-1461

Personal Information Banks

Acquisition — Collections — Gifts & Donations
NMC-P10

These banks contain complete information pertaining to the acquisition of collections and individual artifacts, as well as gifts and donations. The information included in these banks relate to the name of the donor, the name of the donation, its value, and a copy of the forms sent to the individuals involved to be used for income tax purposes. These are considered operational files by the various components of the National Museums of Canada because of the nature of the correspondence and the frequent recall of files. No schedule has been realized as yet.

DATE = 84-04-01

Contracts File
NMC-P20

The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Museums Corporation. It contains information such as the request for service by the manager, the name of the correspondent, requests for service by the manager for payment, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Contracts Management Section and once closed, are held in storage for six fiscal years.

DATE = 84-04-01

Fellowships
NMC-P30

The subject content of this bank of files details the process of granting of monies to institutions for persons who submit a proposal for a fellowship to train and do research at an advanced level. Referees are appointed to assess the applications for these grants according to the criteria and guidelines established by the Museum Assistance Programme. There are very definite procedures that must be followed if the fellowship is to continue and reporting of any change of personal circumstances is important. Reports and study outlines are a prerequisite of this grant. These are operational files and have no definite time schedule applied as yet. Suggested time periods would be five years after their specific programme is completed.

DATE = 84-04-01

Internships
NMC-P40

This bank contains information on applicants requesting a grant of money for an internship to train "on the job" in specific fields of interest related to those of the National Museums of Canada, and at the same time, develop their chosen careers. A five year time limit for retention would be feasible. No schedule has been realized as yet.

DATE = 84-04-01

Training
NMC-P50

These files contain information for training grants for the present or projected staff of provincial museums and galleries, to train the staff in a specific program relating to a function or functions of the museum requesting assistance. This training will be used to assist other museums in training programmes in the province in question and/or museums across Canada. Because of the nature of this programme, retention periods will depend on the requirements of the officers of the Museum Assistance Programme. Schedules to be prepared.

DATE = 84-04-01

Access Request Data Bank
NMC-P60

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Files will be kept for two years.

DATE = 84-04-01

National Parole Board

Overall Responsibilities

The National Parole Board is an independent, administrative agency within the federal Department of the Solicitor General.

In accordance with the provisions of the *Parole Act* and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and, with the exception of the granting of temporary absences, from provincial institutions in provinces without a provincial parole board. (The provinces of Québec, Ontario and British Columbia have their own provincial parole boards.)

The Board also makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting/revocation of pardons under the *Criminal Records Act*.

In order to satisfy these responsibilities, the Board creates and maintains individual case files on people who are subject to its decisions. The personal information is collected from individuals themselves and a wide variety of sources: courts, law enforcement agencies, the Correctional Service of Canada, provincial correctional authorities, other federal departments, medical authorities, private after-care agencies, and the general public. This information is contained in the following personal information banks: parole case files and clemency case files.

In addition to these two banks and the standard employee information bank, the Board has banks containing correspondence sent by or to individuals requesting access to their files under the *Privacy Act* or to government records under the *Access to Information Act*.

Access Procedures

Requests for access to the personal information banks should be referred to:

Access to Information and
Privacy Coordinator
National Parole Board
Sir Wilfrid Laurier Bldg.
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

Applicants are required to provide appropriate identifying information about themselves: name, address, date of birth, National Parole Board file number (if any) and any additional information deemed useful to identify the appropriate file.

Personal Information Banks

Parole Case Files
NPB-P10

This bank contains information which assists the National Parole Board in administering the *Parole Act* and in implementing and controlling the release of persons undergoing sentences of imprisonment. It contains criminal records; police and court reports; social, medical and psychiatric histories; progress reports from institutions and parole supervisors; appraisals and recommendations; records of Board decisions and related documentation; warrants and certificates; memoranda and correspondence from other agencies, government departments and the general public. Those records may also contain personal information on individuals other than the individual for whom a file was created. This information is usually obtained in the course of investigations. Records are maintained for all federal inmates and those inmates in provincial institutions who were sentenced under a federal statute and have applied for parole to the National Parole Board where no provincial parole board exists. Parole case files are used by the National Parole Board to determine eligibility and suitability of inmates for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set terms and conditions of all types of conditional releases and to review performance on such releases; to consider restoration or earned remission lost as a result of revocation of parole or mandatory supervision; to consider modifying or reducing conditions of release; to assist decision-making authorities of other components of the criminal justice system such as the Correctional Service of Canada, the provincial parole boards and law enforcement agencies; for research, statistical, program monitoring or evaluation purposes. Records of current offenders are kept in one of the five regional offices of National Parole Board (Moncton, Montréal, Kingston, Saskatoon or Burnaby) depending on the location of the offender. Records of offenders reaching expiry of sentence are forwarded to the Public Archives six months after Warrant Expiry Date (W.E.D.); if re-admission to custody takes place, and the National Parole Board recalls the record, it is added to the new record to be created for that individual. Records are kept for a 15 year retention period after W.E.D. or death of the individual and destroyed thereafter. Historical records are transferred to the Public Archives.

IND = 95,000/ADP = h/DATE = 84-04-01

ID = Name, Fingerprint, NPB Number/LOC = Ottawa-Regional

Clemency Case Files
NPB-P20

This bank contains information by which the National Parole Board makes recommendations to the Solicitor General, under section 22(2) of the *Parole Act* in respect of the Royal Prerogative of Mercy pursuant to the Letters Patent constituting the Office of the Governor General of Canada, Section 683 and 685 of the Criminal Code of Canada; and in respect of pardons under the *Criminal Records Act*. Records are created as a result of an application being submitted by individuals and contain information pertaining to financial, educational, employment, social, medical and criminal histories of applicants. These records may also contain personal information on individuals other than the individual for whom a file was created. This information is usually obtained in the course of investigations. Clemency case files are used by the National Parole Board to determine eligibility and suitability for the granting of a pardon or other act of clemency as well as revocation of pardon; they are also used for research, statistical, program monitoring and evaluation purposes. Unless the pardon was subsequently revoked, personal information banks in respect of individuals who have been granted a pardon are kept separate and apart from other banks and their content is not disclosable to any person without the prior approval of the Solicitor General who, before granting such approval, has to satisfy himself that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. Retention periods: — premature request: files kept for six months; — discontinued enquiries: files kept for two years; — pardon granted: to age 70 years or one year after confirmation of subject's death; — pardon revoked or not granted: ten years. Once the retention periods are satisfied, clemency case files are either destroyed or transfered to the control of the Dominion Archivist if deemed to be of archival or historical value.

IND = 13,500/ADP = h/DATE = 84-04-01

ID = Name, Fingerprint, NPB Number/LOC = Ottawa

Access Requests
NPB-P30

This bank contains request forms sent by individuals requesting access to information under the *Privacy Act* and the *Access to Information Act*, the replies to such requests and information related to their processing. It is used for processing access requests as well as for research, statistical, program monitoring and evaluation purposes. Records are retained for two years after all actions have been completed.

IND = 700/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

In the course of conducting the programs and activities of the National Parole Board, categories of personal information may be accumulated which are not included in the personal information banks described in this entry. Such information contains the names and other identifiers such as the addresses and opinions of individuals corresponding with the department on general parole matters.

This type of personal information is scattered throughout the general subject files listed in the *Access Register* and is not used for any administrative purpose which might affect individuals. It is normally retrievable only by identifying the appropriate subject file which may contain documents referencing such personal information.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

National Research Council of Canada

Background

Operating under the *National Research Council Act*, the National Research Council of Canada (NRC), as the principal research agency of the federal government, carries out a wide spectrum of activities, which includes the performance of scientific and engineering research in response to national, economic and social needs; the provision of direct financial and technical assistance to industry; the establishment and maintenance of standards; the provision of national scientific and technological facilities for industry and the universities; and the operation of a nationwide network of scientific and technical information services.

In pursuing the above activities, the Council, on occasion, is involved in the collection and use of personal information. Details of those instances where the information is used to make administrative decisions affecting the individual are described in the following category of banks entitled personal information banks (PIBs). Persons wishing access to their own records should include their full name and address, and any additional information specified in each information bank. Where no additional information is indicated, only full name and address is required.

Personal information in NRC files that is not used for administrative purposes and is normally neither organized nor retrieved by personal identifiers is outlined in the classes of personal information described below.

Access Procedures

Access requests to both categories of personal information should be directed to

Privacy Co-ordinator
National Research Council
Administration Building
Ottawa, Ontario
K1A 0R6

Personal Information Banks

Council Secretariat

National Research Council and Committee Membership
NRC-P10

This bank contains background information including the educational background, affiliation, publication list and professional experience on individuals nominated for service on the Council and its associated committees. The information is used to assist in the selection and appointment of members of the National Research Council and its Advisory, Review, and Associate Committees. Records are retained on all persons who are or have been members of the Council and/or its associated committees. The information is used to assist in the selection and appointment of members of the National Research Council and its Advisory, and Associate Committees. Records of persons who are or have been members of the Council and/or its associated committees are retained for 30 years and then transferred to the Archives Branch of the Public Archives of Canada. Persons requesting access should provide their name, the name of the committee on which they served and the approximate date of membership.

IND = 3000/ADP = m/DATE = 84-04-01

Scientific Laboratories

Inventions: Submissions by Private Individuals
NRC-P20

These records contain information on inventions submitted by individuals for assessment and scientific comment and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the inquirer. Persons should provide the approximate date of the submission and the field involved in addition to their name and their address at the time of the submission. Records are retained for a period of two years and are then destroyed.

IND = 350/ADP = m/DATE = 84-04-01

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members
NRC-P30

These files contain requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals. Persons requesting access should provide the approximate date on which the recommendation would have been requested, the name of the staff member supplying the letter of recommendation, and the name of the individual, company or agency requesting the recommendation. Files are retained for two years and are then destroyed.

IND = 460/ADP = m/DATE = 84-04-01

Industrial Development Office

Program for Industry/Laboratory Projects (PILP)
NRC-P40

The records in these files are used to provide information for the evaluation of proposals and, where accepted, the verification of invoices, payments and scientific monitoring associated with the Program for Industry/Laboratory Projects. Records contain the initial proposal, correspondence concerning acceptance, details of contract, financial transactions and interim and final reports. In addition to name and address, individuals should supply affiliation, date on which the proposal was submitted and title of the submission. Records are retained for 20 years and are then transferred to the Public Archives.

IND = 15/ADP = m/DATE = 84-04-01

Unsolicited Proposals: Submissions by Individuals
NRC-P50

This bank contains information on unsolicited proposals, submitted by individuals, which have been referred to the National Research Council for assessment. Records contain the initial submission, an assessment, and a report to the Department of Supply and Services. Information is used to determine whether a proposal for support under the Contracting Out Policy is suitable for NRC sponsorship. Persons wishing access should supply their name, address, date on which the submission was made, and the title of the submission. Records are retained for a period of five years and are then destroyed.

IND = 160/ADP = m/DATE = 84-04-01

National Research Council of Canada

External Relations

International Exchanges and Visits
NRC-P60

Information in this bank is used to select individuals who have made application to visit France under the CNRC/NRC Scientific Cooperation Program or the France/Canada Exchange Agreement and to implement administrative procedures connected with the exchange or visit. Records include the application, qualifications and professional experience, recommendations, decisions of the selection committee and correspondence. In addition to name and address, applicants should provide their affiliation and the approximate date of application. Records are retained for two years after the termination of the exchange or visit or two years after the date on which the application was rejected and are then destroyed.

IND = 240/ADP = m/DATE = 84-04-01

Knowledge Source Index (KSI)
NRC-P70

These files are used to provide information on scientific and technical experts who have agreed to participate in the Knowledge Source Index data bank. Records contain profiles of the scientific and technical expertise of individual participants. These allow identification of experts who may respond to requests for assistance from the Canadian scientific and technical community. Affiliation is required in addition to name and address. Information in the data bank is updated on an annual basis, and records relating to individuals who are no longer interested in participating are retained for a period of two years and are then destroyed.

IND = 3625/ADP = h/DATE = 84-04-01

Research Journals: Manuscript Files
NRC-P80

These records contain manuscripts, forms and publishing department correspondence related to the printing of NRC research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access. Records are retained for two years and are then destroyed.

IND = 12000/ADP = m/DATE = 84-04-01

Administration

Accidents Involving National Research Council Vehicles
NRC-P90

This bank records details of accidents in which National Research Council vehicles are involved. It is used to establish liabilities of persons involved and to administer settlement of any resulting claims. Records contain a Motor Vehicle Accident Report, statements by driver of government vehicle, statements by passengers in government vehicle, damage appraisals, police reports, assessment of liability, release forms and records of financial transactions. Records cover only accidents in which NRC vehicles were involved. In addition to full name and address, persons wishing access should state the approximate date on which the accident occurred. Files are retained for two years after settlement of claim and then destroyed.

IND = 53/ADP = m/DATE = 84-04-01

Accounts Receivable
NRC-P100

These files record debit and credit entries in connection with National Research Council accounts receivable. In addition to recording payment, records are used to follow up on overdue accounts. Files include information on financial transactions and outstanding balances. Coverage is limited to Canadian citizens who have purchased goods from or requested a service of the NRC. In addition to name and address, the type of transaction should be stated. Records are retained for six fiscal years and are then destroyed.

IND = 5000/ADP = c/DATE = 84-04-01

Deposit Accounts
NRC-P110

These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services by recording debit and credit entries against deposit accounts established by private individuals. In addition to name and address, individuals should supply the approximate date of opening of the deposit account. Records are retained for six fiscal years and are then destroyed.

IND = 1000/ADP = c/DATE = 84-04-01

Contracts between National Research Council and Individuals
NRC-P120

The records in this bank are used to provide information for the evaluation of proposals received from individuals, to process contracts for work to be performed for the National Research Council, to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts. Records contain the initial proposal and submission, evaluations and correspondence, details of the contract, financial transactions and interim or final reports. Only individuals who have submitted proposals for work to be performed under contract or individuals who were or are currently under contract to perform work for the NRC should apply for access to the relevant information. In addition to name and address, individuals should supply the date on which the contract was awarded or the date on which the proposal was submitted and the title of the submission. Records are retained for six fiscal years after termination of the contract or two years after rejection of the proposal and are then destroyed.

IND = 932/ADP = h/DATE = 84-04-01

Employment Applications
NRC-P130

This bank contains information on candidates available for employment at the National Research Council, when vacancies arise. Records contain letters, completed application forms, applicant résumés, comments of interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or appropriate future openings. Individuals wishing access should provide their full name and address. Records are retained for two years and then destroyed.

IND = 30000/ADP = m/DATE = 84-04-01

Employment Application Search File
NRC-P140

This file contains specific information on applicants, including education, field of training, skills, total years of experience, and citizenship.

The information is transferred to punched cards and is used for the initial sorting of applicant files to identify those suitable for detailed review for available positions. All persons who have made application to NRC for employment are included. Full name and address should be specified in access requests. Information is retained for two years and is then destroyed.

IND = 30000/ADP = m/DATE = 84-04-01

Research Associateship Program: Applicant Inventory
NRC-P150

This bank contains information on individuals who have made application to the National Research Council for research associateships. Records contain application forms, curriculum vitae, academic records, publications, letters of recommendation, personal characteristics and employment history. Files are used in the selection of recipients of NRC research associateships. Full name and address should be specified in the access request. Records are retained for two years and are then destroyed.

IND = 3050/ADP = m/DATE = 84-04-01

Secondments and Exchanges Between the National Research Council and Outside Organizations
NRC-P160

These files contain requests for secondment or exchange of personnel and correspondence and memoranda leading to approval or rejection of request. Information is used to make decisions on exchanges and loans of scientific and technical personnel. This bank contains records only on outside persons who have been involved in exchanges or loans. Employees of the National Research Council should access the appropriate employee information bank. Identification required to access this bank is full name and affiliation. Records are retained for three years after the agreement ceases or after rejection of the proposal and are then destroyed.

IND = 650/ADP = m/DATE = 84-04-01

Requests to Access Personal Information Banks
NRC-P170

This bank contains information on individuals who have applied for access to personal information banks administered by the National Research Council. The records comprise name and address of applicant, number and title of bank being accessed, and other identifying criteria that may be required in respect of particular banks. This information is used to verify the identity of individual applicants and to process requests. Records are retained for a period of two years and are then destroyed.

IND = 9/ADP = m/DATE = 84-04-01

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general inquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the Canada Institute for Scientific and Technical Information; to the Industrial Development Office regarding its assistance programs; and to the Council's supporting administrative branches such as Personnel and Administrative Services, Contract Services, Public Relations and Information Services, External Relations. Individuals wishing to access information relating to themselves should provide specific details regarding

- the division, branch, or individual to whom the correspondence was addressed;
- the approximate date of the correspondence;
- the subject matter;
- the name of the program (if applicable); and
- the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

Department of National Revenue (Customs and Excise)

Background

The Department of National Revenue was established under the provisions of the *Department of National Revenue Act*, R.S.C. 1979, c5. The Department consists of two components: Taxation and Customs and Excise. Each component is headed by a Deputy Minister and operates administratively as an independent department.

The primary objective of Customs and Excise is to assess, collect and control duties and taxes on imported and domestically-produced goods. Unless otherwise specified, all information banks listed for the Department are used for these derivative purposes only.

Access Procedures

All formal requests for access to these banks are to be made on the prescribed form and forwarded to:

Access to Information and Privacy Co-ordinator
National Revenue, Customs and Excise
7th Floor, Connaught Building
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-5102

Personal Information Banks

Field Operations Branch

Complaints
RC-CE-P20

The purpose of this bank is to maintain a record of complaints related to personnel and procedures. The bank consists of investigation reports and replies to complaints from individuals who have experienced difficulties at Customs. Files are retained for five years.

IND = 2,748/ADP = m/DATE = 84-04-01

Assault Cases
RC-CE-P30

The purpose of this bank is to record cases of assault against Customs Officers. The bank consists of investigation reports and related correspondence between departmental officials and is restricted to persons suspected of having committed an assault. The bank is used to determine whether prosecution of the suspected individual is warranted. Records are maintained for five years.

IND = 109/ADP = m/DATE = 84-04-01

Customs Intelligence Records
RC-CE-P40

The purpose of this bank is to assist in the enforcement of the *Customs Act* and other laws relating to Customs. The bank consists predominantly of personal information about individuals who are known or suspected to be violators of the laws administered, in whole or in part, by departmental officials. Examples of the kind of information contained in this bank are names, addresses, personal descriptions, previous records, birth dates, details about travel, credit records, financial reports, associates and modus operandi. While the files in this bank consist predominantly of personal information about individuals, they also contain references to corporations and organizations that are known to have, or are suspected of having, violated the laws relating to customs. This information is used to notify Customs Officers of persons who are suspected of having committed, or who have committed offenses under legislation administered, in whole or in part, by the Department. The files are retained for an indefinite period. This bank is an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

IND = 78,000/ADP = h/DATE = 84-04-01

Investigations
RC-CE-P50

The purpose of this bank is to maintain records to assist in the enforcement of the *Customs Act* and other Acts pertaining to Customs. The content consists of narrative investigation reports which describe the information that has led to a particular investigation and the subsequent steps taken. Coverage is restricted to companies and/or persons suspected of having committed infractions. The information is used primarily to investigate possible, alleged or known infractions against the *Customs Act* and other related Acts. Investigation reports are retained for ten years.

IND = 24,000/ADP = m/DATE = 84-04-01

Customs Program Branch

Applications for Customs House Brokers Licence
RC-CE-P10

The purpose of this bank is to maintain a record of all persons who have applied to become customs brokers. Data include the qualifying examination(s) written by the applicant, an assessment by the Department of the suitability of the applicant to be a customs broker, and business information. Files are retained seven years after a licence is cancelled or an application rejected.

IND = 3,000/ADP = m/DATE = 84-04-01

Unpaid Accounts
RC-CE-P60

The purpose of this bank is to maintain records of those importers who have unpaid accounts. Whenever an importer fails to account for customs duties payable on imported goods within a specified time limit, his name is circulated to ports of entry within that region and to other regions across Canada, depending upon the circumstances. This list of names is used to alert Customs officials to detain the goods of those importers whose names appear thereon. Names of importers are deleted from the list of outstanding accounts once the account has been settled.

IND = 60,620/ADP = m/DATE = 84-04-01

Uncollectable Debts
RC-CE-P70

The purpose of this bank is to maintain a record of client firms and individuals owing a debt to the Crown. Data include name, nature and amount of debt, and means of collection action taken. The bank is used by the Uncollectable Debts Committee to determine recommendations for authority to delete accounts under existing legislation. Records are maintained for six years after action is completed.

ADP = m/DATE = 84-04-01

Seizure Records
RC-CE-P80

The purpose of this bank is to maintain seizure reports and files from regional and Headquarters Customs officials and the Royal Canadian Mounted Police. The bank contains records of goods seized from individuals or firms, and of ascertained forfeitures in cases where the goods are unobtainable, including description of the goods, reason for seizure, and the seizing officer's report. Based on the information and representations in the file, a determination is made by the Adjudications Division on whether there is a seizure under law (*Customs Act* and *Excise Act*) and if it is equitable. Index cards and files are retained for five years and reports are retained for one year. All seizures are "in rem" (against goods) and names of individuals are used for reference purposes only.

IND = 80,000/ADP = m/DATE = 84-04-01

Excise Branch

Claims for Refund of Taxes Paid under the Excise Tax Act
RC-CE-P90

This bank contains the names and addresses of claimants making application for refund of federal sales and/or excise taxes paid under the provisions of the *Excise Tax Act*. Data include each claimant's name, address, telephone number, and reason a refund is being requested. The bank is used to identify and support each amount of tax refunded. Claimants requesting access should provide name, address, and date the claim was filed. Records are maintained for a period of five years then destroyed.

IND = 42,435/ADP = h/DATE = 84-04-01

Applicants for Refund of Federal Excise Tax on Gasoline
RC-CE-P100

This bank exists for the purpose of transfer payments to members of the general public making application under the *Excise Tax Act* for a refund of the excise tax paid on gasoline used for business purposes. Data include information respecting each claimant's social insurance number, employer status and group. Individuals identified in this bank have filed a gasoline refund claim. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds and may be used to inspect claimant's receipts and supporting documents related to such claims. Claimants requesting access should provide name, address and date the claim was filed. Each claim is maintained for a period of seven years.

IND = 1,000,000/ADP = h/DATE = 84-04-01

Licensee Files for Purposes of Excise Tax Act and Excise Act
RC-CE-P110

Excise Branch field offices maintain a file for each licensee, under the *Excise Tax Act* or *Excise Act*, filing tax/duty returns in that jurisdictional area. Data includes licensee name, address, products manufactured, information regarding tax/duty interpretation, collections and audit. Data is used for purposes of audit, tax/audit interpretation or collections. Licensees requesting access should provide name in which licence was issued. Records are maintained for up to five years.

IND = 77,826/ADP = h/DATE = 84-04-01

Corporate Management Branch

Damage Claims and Ex Gratia Payments Records
RC-CE-P120

The purpose of this bank is to maintain information on incidents involving a claim against the Crown or the request for an ex gratia payment. The files usually contain names and addresses of persons involved in such incidents and the circumstances. The data is used to determine an equitable settlement in such cases and may be provided to the Treasury Board and the Department of Justice. Individual files are maintained until the case comes to a conclusion. The information is then transferred to an amalgamated file which is retained for five years.

IND = 136/ADP = m/DATE = 84-04-01

Deputy Minister's Secretariat

Access Request Data Bank
RC-CE-P130

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years.

IND = 101/ADP = m/DATE = 84-04-01

Department of National Revenue (Taxation)

Overall Responsibilities

Revenue Canada — Taxation assesses and collects individual and corporate income taxes under the Income Tax Acts of Canada and the provinces. It collects provincial income taxes from individuals for all provinces, except Quebec, and from corporations for all provinces, except Quebec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan and premiums under the *Unemployment Insurance Act*, 1971. Since July 8, 1981, Revenue Canada — Taxation is also responsible for collecting taxes under the *Petroleum and Gas Revenue Tax Act*, which is separate from the *Income Tax Act*.

Access Procedures

Requests should be addressed to:

The Access and Privacy Co-ordinator
Revenue Canada — Taxation
Head Office
Ottawa, Ontario
K1A 0L8

Personal Information Banks

Individual Income Tax Return
RC-T-P10

The purpose of this bank is to provide financial information required in the administration and enforcement of the Income Tax Acts and Regulations of Canada and nine Provinces, parts of the Canada Pension Plan, and the *Unemployment Insurance Act* and Regulations, for which this department is responsible. This bank contains all information supplied by the taxpayer on his or her annual income tax return, as well as correspondence, third-party information and departmental working papers relating thereto. Tax returns of all taxpayers are retained for the current tax year and the three (or five) taxation years immediately prior. The principal use of this bank is to support the audit programs, enforcement procedures, and collection actions required, and to respond to taxpayers' enquiries regarding their income tax affairs. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the *Statistics Act*, and by Consumer and Corporate Affairs Canada as prescribed in the *Tax Rebate Discounting Act*. Information received from employers and other sources is used to verify, for subsequent adjustment where necessary, income and deduction data reported by a taxpayer. Access will not be permitted without adequate proof of identification, including social insurance number, signature and/or authority.

IND = 16,012,000/ADP = m/DATE = 84-04-01

Petroleum and Gas Revenue Tax Return
RC-T-P20

The purpose of this bank is to provide financial information required in the administration and enforcement of the *Petroleum and Gas Revenue Tax Act*. This bank contains all information supplied by the taxpayer on his or her annual Petroleum and Gas Revenue Tax Return, as well as correspondence, third-party information and departmental working papers relating thereto. The taxpayer may be an individual, a trust, a corporation or other business entity. These returns are retained for the current tax year and the four taxation years immediately prior, of all taxpayers who filed such returns. The principal use of this bank is to support the audit programs, enforcement procedures, and collections actions required, and to respond to the relevant taxpayers' enquiries regarding their petroleum and gas revenue tax affairs. Access will not be permitted without adequate proof of identification, including account number, signature and/or authority. Records in this bank are retained for five years.

IND = 35,000/ADP = m/DATE = 84-04-01

T3 Trust Information Return and Income Tax Return
RC-T-P30

The purpose of this bank is to provide financial information and enforcement of the *Income Tax Act* and Regulations, as they relate to a trust. This bank contains all information supplied by every person acting in a fiduciary capacity, such as executor, trustee or administrator for a trust, as well as correspondence and departmental working papers relating thereto. The returns are retained for the current taxation year and the four taxation years immediately prior. The principal use of this bank is to support the audit programs, enforcement procedures, and/or collection actions required, and to respond to enquiries originating from executors, trustees or administrators of an estate or trust. Access will be permitted with adequate proof of identification, including social insurance number, signature and/or authority.

IND = 37,317/ADP = M/DATE = 84-04-01

Special Returns by Plan Trusts (T3R-IND, T3H-IND, T3RIF-IND)
RC-T-P40

The purpose of this bank is to maintain T3R-IND, Registered Retirement Savings Plan Individual Information Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3R-G return; T3H-IND, Registered Home Ownership Savings Plan Individual Information Return and Income Tax Return, filed by trustees of such plans; and T3RIF-IND, Registered Retirement Income Fund Individual Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3RIF-G return; and related correspondence. The principal use of this bank is to facilitate the assessment and collection of taxes owed by the trusts, and to support audit programs and enforcement procedures with regard to the investments of the trusts. The returns are retained for the current taxation year and the four taxation years immediately prior. Access will be permitted with adequate proof of identification, including social insurance number, signature and/or authority.

IND = 192,296/ADP = m/DATE = 84-04-01

Non-Compliance Identification Research Data
RC-T-P50

This bank contains information relating to financial transactions of individuals, including names and addresses. It is used to assist in audit, investigative and other compliance actions taken under the *Income Tax Act*. The purpose is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and freelance professional and administrative services. When the information described above is first collected, it is included in the Class of Personal

Information described subsequently in this part of the Personal Information Index. Once organized for a compliance action, this personal information becomes part of this bank and is normally retrievable by name and other personal identifier. Some of the information in this bank may subsequently be transferred to other established personal information banks. The retention period varies according to the record schedules of the general subject files in which they are stored.

Tax Evasion Cases
RC-T-P60

This information bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been under investigation for tax evasion. Records of the status of active investigations, completed cases and their results, current investigative projects, and records of individuals whose files have been referred for application of a penalty under subsection 163(1) of the *Income Tax Act* are included. Individuals in this bank are identified by name. Records in this bank are maintained for seven years after the case is closed or expiration of all appeal periods, whichever is later. This bank has been designated by an Order in Council as an exempt bank, pursuant to Section 18(1) of the *Privacy Act*.

IND = 4,200/ADP = h/DATE = 84-04-01

Tax Avoidance Cases
RC-T-P70

This information bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been under investigation for tax avoidance. Records of the status of active investigations, completed cases and their results, and current investigative projects are included. Individuals in this bank are identified by name. Records are maintained for three years after the case is closed or expiration of all appeal periods, whichever is later. This bank has been designated by an Order in Council as an exempt bank, pursuant to Section 18(1) of the *Privacy Act*.

IND = 1,120/ADP = h/DATE = 84-04-01

Taxation Taxpayer Master File
RC-T-P80

The principal use of this bank is to assess T1 individual tax returns. The bank serves as a depository for taxpayer information (taxpayer account number, name and address, and the last five years of tax data) which is used annually for tax assessments. This bank provides statistical data for a host of analysis and support systems; provides and maintains a uniform account number system for taxpayer identification by using the Temporary Taxation Number, or social insurance number which is issued in Canada by the Central Index; and enables Revenue Canada — Taxation to administer, under the approved authority, the *Unemployment Insurance Act* and *Canada Pension Plan Act*. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the *Statistics Act*. Information received from employers and other sources is used to verify income and deduction data reported by a taxpayer. Identification and income data is provided to Health and Welfare to verify claims for the Guaranteed Income Supplement Program, and to provide a Canada Pension Plan record of earnings. Provincial governments receive information for the further administration of provincial tax statutes. Access will not be permitted without adequate proof of identification, including social insurance number and/or authority.

IND = 24,000,000/ADP = c/DATE = 84-04-01

Taxation Rapid Information for Districts
RC-T-P90

The purpose of this bank is to provide on-line access from district offices to individual taxpayers' computer records of their tax assessment, accounting and/or collection data. This bank contains selected data from the taxpayer master file and the centralized accounting and collections master file, e.g. identification, filing, assessment, refund data and amount, and tax accounting transactions and collection data. Coverage is restricted to individual taxpayers. The principal use of this bank is to provide immediate servicing of taxpayer enquiries received at any district taxation office. Access will not be permitted without adequate proof of identification, including social insurance number and/or authority. New rapid files are created every calendar year and updated as activity occurs in the "parent" files. Where the new file is created the old file is destroyed.

IND = 17,300,000/ADP = c/DATE = 84-04-01

Taxation Record of Individual Tax Accounts
RC-T-P100

The information bank consists of computer generated printouts which detail the information contained in the centralized individual accounting and collection system computer file. The printouts are used by collection officers in their duties of enforcing compliance of payment of taxes by delinquent taxpayers in those cases where the accounts have been referred to district offices and regional processing centres for possible legal action. Collection officers note details of investigative actions taken and/or planned, based on information gathered from audits, third parties, legal opinions, court actions, personal contact, etc. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket. Information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access to printouts will be permitted when there is adequate proof of identification, including social insurance number, signature and/or authority. Account printouts and related collection files, if any, are destroyed two years after the account is paid in full.

IND = 190,000/ADP = h/DATE = 84-04-01

Taxation Centralized Individual Accounting and Collection Master File
TC-T-P110

The purpose of this bank is to account for T1 accounts receivable and installment credits of individual taxpayers, and carry out collection of individual tax, penalty, interest and law costs related thereto. Records maintained in this bank are categorized by status (e.g. credit available, collection letter due) and include all financial transactions between individual taxpayers and the department. The principal use of this bank is to record amounts owing by individuals or any instalment payments being held for future use. Where applicable, information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access will not be permitted without adequate proof of identification including social insurance number and/or authority. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfiche file for historical purposes. These historical files are not used for ongoing administrative purposes. The master file is retained for five years after the CINDAC program, while the historical file is retained internally for two calendar years and then forwarded to Public Archives.

IND = 7,765,500/ADP = c/DATE = 84-04-01

Petroleum and Gas Production Revenue Tax Accounts
RC-T-P120

The information in this bank consists of ledger cards maintained in the Ottawa Taxation Centre to record all payment of Part I tax, and all interest and penalties assessed for each taxpayer, in accordance with the requirements of the *Petroleum and Gas Revenue Tax Act*. The PG3R remittance form is used to update these cards. Photocopies of such cards are used by collection officers in their duties of enforcing compliance of payment of taxes by delinquent taxpayers, in those cases where the accounts have been referred to district offices for possible legal action. The detail consists of investigative actions taken and/or planned, based on information gathered from audits, third parties, legal opinions, court actions, personal contacts, etc. Where such information may become voluminous, a collection file or docket may be established for the retention of such documents. Information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access to ledger cards will be permitted when adequate proof of identification is provided, including social insurance number, signature and/or authority. Account cards and related collection files or dockets are destroyed five years after the account is paid in full.

IND = 25,000/ADP = m/DATE = 84-04-01

NR4-NR4A Summary and Supplementary — Non-Resident Information Returns
RC-T-P130

The purpose of this bank is to maintain information returns NR4-NR4A, Summary and Supplementary, filed by Canadian payers or disbursing agents, which report income aggregating ten dollars or more, paid, credited or distributed to non-residents of Canada, which is taxable under Part XIII of the *Income Tax Act*, or non-taxable, as well as any amount of ten dollars or more from which non-resident tax was withheld therefrom. It may contain departmental forms such as NR6, undertaking to file an income tax return by a non-resident, receiving rent from a real estate property, or receiving a timber royalty, papers and related documents to support an Assessment Notice to either the Canadian resident payer or the non-resident recipient. Access will be provided upon proof of identification, consisting of name, address, signature and social insurance number of the person, and/or proof of authority of a representative acting for the person. Records in the bank are destroyed annually, after December 31st of the fourth year shown on the return.

IND = 47,000/ADP = m/DATE = 84-04-01

Canada Pension Plan and Unemployment Insurance Rulings Documents
RC-T-P140

The purpose of this bank is to record rulings issued by Revenue Canada — Taxation Districts, to the general public and to the Canada Employment and Immigration Commission, as to whether individuals are in pensionable or insurable employment under the Canada Pension Plan or the *Unemployment Insurance Act*, 1971, respectively. This has a direct effect on the individual's entitlement to unemployment insurance benefits and eventual Canada Pension Plan benefits, and the related premium and contribution payments. It contains departmental forms, working papers, and any related documents such as contracts, statements from workers and payers, etc., that were used in making each individual ruling. Access will be provided upon proof of identification consisting of the name, address and social insurance number of the individual and/or proof of authority of a representative acting for the individual. Records in the bank are maintained for the current and two preceding years. Some documents will be retained on a selective basis for a period longer than three years.

IND = 53,000/ADP = m/DATE = 84-04-01

Appeals Regarding the Canada Pension Plan and the Unemployment Insurance Act, 1971
RC-T-P150

This bank contains records of applications for the determination of a question pertaining to the Canada Pension Plan or *Unemployment Insurance Act* as to the requirements for and amounts of contributions or premiums. It includes the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address, and social insurance number and/or proof of authority by a reprsentative. Where a decision of the Minister has been appealed, the records pertaining to that decision are kept for two years following the outcome of the last appeal. Where the Minister's decision is not appealed, the records are maintained for two years following the issuance of the decision.

IND = 1,200/ADP = M/DATE = 84-04-01

Appeals Regarding Insurable Employment
RC-T-P160

This bank contains records of applications for the determination of a question for Unemployment Insurance purposes pertaining to an individual's insurability and employment status. It includes the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification including name, address, and social insurance number and/or proof of authority by a representative. Where a decision of the Minister has been appealed, the records pertaining to that decision are kept for two years following the outcome of the last appeal. Where the Minister's decision is not appealed, the records are maintained for two years following the issuance of the decision.

IND = 6,000/ADP = m/DATE = 84-04-01

Taxation Competent Authority Cases
RC-T-P170

Competent Authority Cases are a record of negotiations with foreign countries with respect to double taxation. These files contain information provided by the foreign country, taxation, the taxpayer and/or his agent. Individuals in this bank are identified by name and address. Records in this bank are retained for ten calendar years.

IND = 65/ADP = m/DATE = 84-04-01

Taxation Rulings Subject Matter Files
RC-T-P180

The purpose of the bank is to file correspondence from and to taxpayers on matters related to the *Income Tax Act* and Regulations. It contains correspondence received from individuals wherein an interpretation of a section, subsection, etc., of the *Income Tax Act* or another law related thereto is requested, and Revenue Canada — Taxation's reply. This bank is used for records retention and maintenance only. Access to a record will be provided upon proof of identification including name, address, signature and social insurance number. In some instances, correspondence may be filed in the name of the taxpayer's representative. In these cases, the name and address of the representative should also be included on the Record Access Request Form. The subject matter and date of the requested correspondence is also required. Records in this bank are maintained for seven years.

IND = 1,100/ADP = m/DATE = 84-04-01

Financial Accounting Records
RC-T-P190

The purpose of this bank is to record the payment of fees related to professional service contracts. It contains the professional service contracts entered into by any of the Revenue Canada Head Office Branches and the billings related thereto. It is used to support the payment of fees under these contracts. Access to these records will be provided upon adequate proof of identification and/or authority and the service contract number. Records in this bank are maintained for seven years.

IND = 409/ADP = h/DATE = 84-04-01

Taxation Centres Recruiting System
RC-T-P200

This information bank was established to provide the Taxation Centres with a method of controlling, testing, and hiring casual employees each year. Applicants for employment are ranked based on the result of aptitude tests and other criteria. Information in the bank includes aptitude test results, marital status, date of birth, and indication of any prior experience, language spoken and whether the applicant is a Canadian Armed Forces veteran or an immigrant. Records in the bank apply only to those individuals who have written the aptitude tests for employment with the Taxation Centres. Records are retained for a period of one year. Access will not be permitted without adequate proof of identification and/or authority. Requestors must specify the Taxation Centre in which they worked or made application for employment.

IND = 18,000/ADP = m/DATE = 84-04-01

Access Request Data Bank
RC-T-P210

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information pertaining to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

IND = 167/ADP = m/DATE = 84-04-01

Complaints and Representations Bank
RC-T-P220

The purpose of this bank is to maintain a record of the complaints lodged with, or representations made to, the Deputy Minister which have been registered in his office with respect to any matter within the powers of the department. The bank contains the name, address, telephone number of the person and agent, if any, lodging the complaint or making a representation. Manual files are retained for eight years.

IND = 24,500/ADP = m/DATE = 84-04-01

Classes of Personal Information

This class contains information relating to financial transactions of the individuals including names and addresses.

It is collected for use in audit, investigative and other compliance actions taken under the *Income Tax Act*. The purpose of such actions is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income.

The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services.

When the information described in the foregoing is first collected, it is not organized for retrieval by name or any other personal identifier. When the information is organized, the portion that is relevant to audit, investigative and other compliance actions, is transferred to bank number RC-T-P50. Any other information is destroyed.

Natural Sciences and Engineering Research Council

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation that was established on 1 May 1978. Its purpose is to promote and assist research in the natural sciences and engineering, and to advise the Minister of State for Science and Technology on matters relating to such research as the Minister may refer to the Council for its consideration. NSERC is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarship are intended primarily for university research and graduate students.

Access Procedures

Inquiries should be addressed to

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
200 Kent Street
Ottawa, Ontario
K1A 1H5

Personal Information Banks

Individual Grants to University Researchers
NSERC-P10

This bank is maintained for the administration and awarding of the following types of grants: individual operating grants; equipment grants; project grants; travel grants; special grants; northern supplements; University-Industry Program, including PRAI (project research applicable in industry), and co-operative research grants; forestry development grants; individual and equipment strategic grants. The bank contains details of post-secondary education, professional experience and research proposals as supplied by the applicant. An individual's file may contain evaluations by third parties, e.g., referee or committee assessments. Files contain the decision of the Council on grant applications and the financial and administrative data pertaining to each individual grant. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department and the type of grant applied for by the individual. Individual case files in this bank are retained for two fiscal years after the last correspondence on file. They become inactive but retrievable for the next five years, then are destroyed. Summary information captured on computer tapes is retained for 30 years and transferred to the Public Archives.

IND = 9,000-10,000/ADP = h/DATE = 84-04-01

Group Grants to University Researchers
NSERC-P20

This bank is maintained for the administration and awarding of the following types of group grants: team operating grants; major equipment grants; northern supplements; project grants; collaborative special project (SCP) grants; infrastructure grants; major installation grants; research development grants; forestry development grants; group strategic grants; University-Industry Program including PRAI (project research applicable in industry) and co-operative research grants. It contains details of post-secondary education and professional experience as supplied by individual researchers through the principal applicant for the grant concerned, referee and committee assessments, if any, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department, type of group grant applied for, title of application, name of principal applicant and university affiliation. Individual case files in this bank are retained for two fiscal years after the last correspondence on file. They become inactive but retrievable for the next five years, then are destroyed. Summary information captured on computer tapes is retained for 30 years and transferred to the Public Archives.

IND = 1,000/ADP = h/DATE = 84-04-01

Scholarships and Fellowships
NSERC-P30

This bank is maintained for the administration and awarding of the following types of awards: Undergraduate Summer Research Awards (university and industry); NSERC Postgraduate Scholarships; Science Librarianship and Documenation Scholarships; Meteorology and Atmospheric Sciences Fellowships; 1967 Science and Engineering Scholarships; NSERC Postdoctoral Fellowships; NATO Science Fellowships; University Research Fellowships; Industrial Research Fellowships; Industrial Postgraduate Scholarships; Visiting Fellowships in Canadian Government Laboratories. It contains curricula vitae, personal information, referee reports in some cases, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, home address, social insurance number and the type of award applied for. Individual case files in this bank are retained for two fiscal years after the last payment of the awards or after the last correspondence regarding the application in the case of an award not granted. They become inactive but retrievable for the next five years, then are destroyed, except those of awarded Visiting Fellowships in Canadian Government Laboratories, which are transferred to the Public Archives Centre as personnel records. Summary information captured on computer tapes is retained for 30 years and transferred to the Public Archives.

IND = 20,000-25,000/ADP = h/DATE = 84-04-01

Awards to Senior University Researchers
NSERC-P40

This bank contains information pertaining to the administration and awarding of the following awards to university faculty: Senior Industrial Fellowships; E.W.R. Steacie Fellowships. The records contain curricula vitae of applicants, referee reports, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department, type of award and year of nomination. Individual case files in this bank are retained for two fiscal years after the last correspondence on file. They become inactive but retrievable for the next five years after which records of the Senior Industrial Fellowships are destroyed and those of the E.W.R. Steacie Fellowships are transferred to the Archives Branch of Public Archives. Summary information captured on computer tapes is retained for 30 years and transferred to the Public Archives.

IND = 50-60/ADP = m/DATE = 84-04-01

Membership of Council and Committees
NSERC-P50

This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and thank-you letters. The information is used to assist in the selection and appointment of members. The membership of Council and Committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership. Records of permanent committees are retained for 30 years and transferred to the Public Archives, Archives Branch. Records of other committees and of task forces are retained for 15 years and transferred to the Public Archives for selective retention.

IND = 400/ADP = m/DATE = 84-04-01

International Scientific Exchange Programs
NSERC-P60

This bank contains information used in the administration of the Bilateral Exchange programs, International Scientific Exchange Awards, International Collaborative Research Grants and CIDA/NSERC Research Associateships. It contains personal data on the participants and may contain third-party comments. Lists of awards made are published annually. Access procedures require name, address and university. Records in this bank are retained for five fiscal years after the last correspondence on file. They become inactive but retrievable for the next two years and are then transferred to the Archives Branch of the Public Archives.

IND = 500/ADP = m/DATE = 84-04-01

Access Request Data Bank
NSERC-P70

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Request forms are kept for two fiscal years and then destroyed.

IND = 60/ADP = m/DATE = 84-04-01

Grants for Scientific Publications (Books and Monographs)
NSERC-P80

This bank is maintained for the administration and awarding of grants to publishers of scientific books or monographs. The bank contains applications, Council's decision on grant applications, the financial and administrative data pertaining to each grant and may contain third-party evaluations. Lists of awards made are published annually. Records in this bank are retained for two fiscal years after the last correspondence on file. They become inactive but retrievable for the next five years, then are destroyed.

IND = 15/ADP = m/DATE = 84-04-01

Employment Applications
NSERC-P90

This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. Records contain letters, completed application forms, applicant résumés; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or appropriate future opening. Individuals wishing access should provide their full name, address and date of birth. Records are retained for two fiscal years and then destroyed.

DATE = 84-04-01

Lists of External Referees
NSERC-P100

This electronic data processing bank contains names, affiliation and mailing addresses of individuals, in Canada and abroad, who are asked by the Council to review proposals for grants to individuals and groups. The information is used to select external referees for research proposals. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access should provide field of research, name and affiliation. The information is retained until superceded by updates or withdrawals of individuals. Referee names not used are deleted after five years. Withdrawn referee names are kept on a separate electronic data processing file for 30 years for reference purposes, then transferred to the Archives Branch of the Public Archives.

IND = 4,000/ADP = h/mDATE = 84-04-01

Classes of Personal Information

The general subject files of the Natural Sciences and Engineering Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes routine requests for information from the public or information about individuals (i.e., name, address, views or opinions) that comes to be stored in subject files as a consequence of the dialogue between NSERC and the research community on program matters.

This kind of personal information is not used for any administrative purpose and is normally retrievable only if specifics are given concerning the date, subject and circumstances under which the information was provided. The retention period for this class of personal information is governed by schedules approved by the Dominion Archivist for the various subject files in which it is stored.

Northern Canada Power Commission

Background

The Northern Canada Power Commission (NCPC) is a federal Crown corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with the planning, construction and management of public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements, construct utility plants in the Northwest Territories, the Yukon Territory, and, subject to the approval of the Governor-in-Council, elsewhere in Canada.

The commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and Northwest Territories. Heat, water and sewerage service utilities are operated at Inuvik, Northwest Territories. Wholesale heat supply is provided to the government for distribution at Frobisher Bay. Residual heat recovery systems are operated at several locations.

The commission's head office is located at Edmonton, Alberta. Regional offices are located in the territorial capitals of Yellowknife, Northwest Territories and Whitehorse, Yukon Territory.

It is a requirement of the Act that operations of the commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the commission, operating, maintenance, administrative and all other expenses, and contingency allowances. A 1975 amendment to the Act enables the commission to charge rates for utilities on a zone basis. (Such rates to provide revenue sufficient to cover interest on investment, repayment of principal, operating and maintenance expenses, and a continqency reserve.)

Access Procedures

Please direct enquiries concerning the *Access to Information and Privacy Act* to:

Corporate Secretary
Northern Canada Power Commission
7909-51 Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8

Personal Information Banks

Applications for Employment
NCPC-P10

This bank contains recruitment action requests, job descriptions, competition posters, candidate applications and résumés, and lists of candidates. It also contains applications and résumés of individuals who qualify for positions within NCPC but for which no openings exist. It is used to select candidates and staff positions for appointments and promotions. Applications are kept for six months from the date the application is received.

DATE = 84-04-01

Northern Pipeline Agency

Background

The Northern Pipeline Agency was established with the proclamation of the *Northern Pipeline Act* on April 13, 1978, for the purpose of overseeing the planning and construction of the Canadian portion of the Alaska Highway gas pipeline, to provide access to the substantial Arctic natural gas reserves of both Canada and the United States.

Overall Responsibilities

The Agency's mandate is twofold: (i) it is required to facilitate the efficient and expeditious planning, construction and initial operation of the system in Canada by Foothills Pipe Lines (Yukon) Ltd. and five of its subsidiary companies; and (ii) it is also required to ensure that the project is carried forward in a way that will yield the maximum economic energy and industrial benefits for Canadians, with the least possible social and environmental disruption.

In particular, the Agency is directed by the Act to take account of the local and regional interests of residents, especially native residents, in areas affected by the undertaking.

Access Procedures

Enquiries and requests for access to personal information should be addressed to one of the following:

Headquarters

Comptroller
Northern Pipeline Agency
15th Floor, Varette Building
130 Albert Street
Ottawa, Ontario
K1P 5G4

Operational Office

Deputy Administrator
Policy and Programs
Northern Pipeline Agency
Suite 450
101 Sixth Avenue S.W.
Calgary, Alberta
T2P 3P4

Personal Information Banks

Application for Employment
NPA-P10

This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment, curricula vitae, letters of reference and other personal information. This bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff. The organizational unit responsible for this personal information bank is the Office of the Administrator. Individuals in this bank are identified by name. Records are retained in the bank for one calendar year.

ADP = m/DATE = 84-04-01

Service Contracts Files
NPA-P20

The purpose of this bank is to maintain information on individuals or firms engaged under contract. These files are also used to report on status and commitment values of contracts throughout the Agency. The files contain data referring to curricula vitae, rates charged for services, dollar values of contracts, terms of contracts and previous contracts. The organizational unit responsible for this personal information bank is the Policy and Programs Branch. Individuals in this bank are identified by name. These files are kept for six fiscal years.

ADP = m/DATE = 84-04-01

Expenditure Records
NPA-P30

The purpose of this bank is to support payments made to employees, for expenses incurred or to be incurred in the performance of their duties (accounts payable and receivable) for the provision of goods and services to the Agency. In the data banks are documents related to the authorization, advances and claims for the expenses. The information is used as supporting documentation for payments of accounts and is retained for the purposes of audit. The organizational unit responsible for this personal information bank is the Policy and Programs Branch. Individuals in this bank are identified by name. Information in the data bank is limited to the most recent six fiscal years (including the present fiscal year).

ADP = m/DATE = 84-04-01

Access Request Data Bank
NPA-P40

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years.

DATE = 84-04-01

Northwest Territories Water Board

Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the regulations have been made since: one on January 15, 1974, and the other on July 17, 1975.

The Board consists of not less than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development and is made up of at least one nominee of each department of the Government of Canada that in the opinion of the Governor-in-Council is most directly concerned with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner-in-Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, N.W.T. on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians and for the residents of the Territories in particular. Under the Act an application must be made to the Board and either an authorization or licence issued prior to the use of any waters or disposal of any water-borne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Access Procedures

Please direct formal request under the *Privacy Act* to

Executive Secretary
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 920-8191

Pacific Pilotage Authority

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local Pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority, Ltd. was incorporated pursuant to the *Pilotage Act* on February, 1972 as a Schedule "D" Crown Corporation within the meaning and purpose of the *Financial Administration Act*.

The Pacific Pilotage Authority, Ltd. is in general governed by the following: *Canada Shipping Act; Pilotage Act;* General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within its geographical boundaries, that being all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority, Ltd. consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, B.C. All management services, administrative, personnel, financial, contracts and purchasing, etc. are provided by the Vancouver office.

Access Procedures

Please direct enquiries to:

Chief Financial Officer
Pacific Pilotage Authority, Ltd.
Suite 605
1200 West Pender Street
Vancouver, British Columbia
V6E 2T9

Personal Information Banks

Service Contracts
PPA-P10

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation, water transportation, etc. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service.

DATE = 84-04-01

Procurement
PPA-P20

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number, name and address of supplier.

DATE = 84-04-01

Accounts Receivable Files
PPA-P30

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms, individuals, details of the amount owing and any supporting documentation to substantiate the account. The retention period is three years. Access to this bank will require name and address.

DATE = 84-04-01

Accounts Payable Files
PPA-P40

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers together with supporting documentation is three years. Access to this bank will require name, address and date of account.

DATE = 84-04-01

Application for Employment File
PPA-P50

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require name, address and date of birth.

DATE = 84-04-01

Register of Pilots
PPA-P60

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on the physical characteristics, licences, certificates and accidents. The retention period for this bank is indefinitely. Access to this bank will require name and address.

DATE = 84-04-01

Background

The Tribunal was constituted by the Parliament of Canada, pursuant to an agreement with the Government of Quebec, whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan, and from decisions of the Minister of Revenue of Quebec and in some circumstances from decisions of the Quebec Pension Board under the Quebec Pension Plan.

The Board further hears appeals from decisions of the Umpire under the *Unemployment Insurance Act*, 1971 on questions of law only, arising out of the interpretation and application of Section 3 of the Act. This additional jurisdiction was added by Parliament when the *Unemployment Insurance Act*, 1971 came into force.

This Act does not apply to any material which is held by the Board relating to appeals arising under the Quebec Pension Plan. The inquirer in such cases should be directed to the pertinent officals of that province.

This Act does not apply to any material received by the Board from the Office of the Umpire as indicated above, since the documents of the Office of the Umpire are not subject to this Act.

All decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the CCH Canadian Employment Benefits and Pension Guide Reports, Volume II, pages 5951 et seq.

Both the documents mentioned above and the decisions of the Board, are held by the departments involved. Any inquiries should be directed to them.

Access Procedures

The Privacy Co-ordinator for the Pension Appeals Board is:

Registrar
Pension Appeals Board
P.O. Box 8567
Ottawa, Ontario
K1G 3H9

Personal Information Banks

Appeals
PAB-P10

The purpose of these files is to record the proceedings before the Pension Appeals Board. A completed file normally contains the notice of appeal, the reply to the notice of appeal, copies of correspondence and documents submitted by the parties involved in the appeal, and copies of decisions related to the appeal.

ADP = m/DATE = 84-04-01

Privy Council Office

Background

The Privy Council Office provides for the operation and support of the central decision-making mechanism of the Government.

Access Procedures

Enquiries and requests for access should be addressed to:

Privacy Co-ordinator
Privy Council Office
Blackburn Building,
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3

Personal Information Banks

Security and Intelligence Information Files
PCO-P10

This bank contains documentary information concerning individuals identified as potential risks to national security. It also contains information touching upon sensitive aspects of Canada's international relations and relating to foreign nationals in Canada. This is an exempt bank pursuant to Section 18 (1) of the *Privacy Act*.

ADP = m/DATE = 84-04-01

Petitions and Submissions
PCO-P20

This bank contains materials related to petitions and submissions made to the Governor in Council (and which may also be sent to the Privy Council, the Cabinet, the Prime Minister and the Clerk of the Privy Council), submitted pursuant to legislative provisions such as the Criminal Code, the *Criminal Records Act*, the *Judges Act*, the *Immigration Act* and the *National Defence Act*. Records are retained for an indefinite period.

ADP = m/DATE = 84-04-01

Professional Service Contract Files
PCO-P30

This bank includes business and individual professional service contract files for the Prime Minister's Office, the President of the Privy Council, the Office of the Leader of the Government in the Senate, the Privy Council Office and the Federal-Provincial Relations Office. It contains management recommendations, outline of service, biographic information, and formal signed contracts. The main use of the bank is to report on status and commitment values and audit of payment. Consistent use is for the preparation of statistical information for response to parliamentary questions. Records are retained indefinitely.

ADP = m/DATE = 84-04-01

Governor in Council Personnel Records
PCO-P40

This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by order of the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information. The Bank is used primarily for administrative purposes with regard to Governor in Council appointments. Records are retained during the term of appointment and for varying periods of time after termination of the appointment.

ADP = h/DATE = 84-04-01

Security Clearance Investigation Bank
PCO-P50

This bank includes the security clearance records of the Prime Minister's Office, the Privy Council, the Federal-Provincial Relations Office, various Royal Commissions and Task Forces, the Office of the President of the Privy Council, the Office of the Leader of the Government in the Senate, the Canadian Inter-governmental Conference Secretariat and employment agency personnel employed therewith. This bank contains Personal History Forms, fingerprint forms and record of criminal convictions (if any), record of security briefing, summary of RCMP field investigations and correspondence related to the security clearance process and the issuance of identification cards. (A notation of level of clearance may be included with the official personnel record). Records in this bank are used to determine the level of security clearance and to issue identification cards and building passes, and may be used to assist in decisions on transfers and promotion. Records related to the issuance of identification cards are retained for six months after the card expires. Records related to the security clearance investigation process are kept for a minimum of three years after termination of employment and all are destroyed after five years.

ADP = m/DATE = 84-04-01

Standards of Conduct Compliance Records
PCO-P60

This bank consists of material related to the compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office including ministers, parliamentary secretaries, ministerial exempt staff, Governor in Council appointees, public servants and other persons hired or appointed by the government. The consistent uses of these records are their use as precedent and as factors in the consideration of amendments to existing policies. Records are retained for an indefinite period.

ADP = m/DATE = 84-04-01

Access Request Data Bank
PCO-P70

This bank contains the access request forms sent by individuals requesting access to their records, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Records are kept for two years.

DATE = 84-04-01

Classes of Personal Information

In the course of conducting the programs and activities of the Privy Council Office, categories of personal information may be accumulated which are not contained in the specific personal information banks described in the entry. Such personal information includes opinions from the general public concerning various issues being dealt with by parliamentary committees. This form of information is normally retrievable only if specifics are provided concerning the date and subject matter.

Background

The purpose of the Public Archives of Canada is the systematic preservation of government and private records of Canadian national significance in order to facilitate not only the effective and efficient operation of the Government of Canada and historical research in all aspects of the Canadian experience, but also the protection of rights and the enhancement of a sense of national identity based on archives as the collective memory of the nation.

This broad mandate obliges the Public Archives to preserve material from the private sector as well as federal government institutions. The banks and classes of federal government records described in this publication, however, do not include material placed in the Public Archives by persons or organizations other than government institutions. Access conditions to collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives.

Access Procedures

The Privacy Co-ordinator for the Public Archives is:

Director
Executive Secretariat
Public Archives of Canada
Ottawa, Ontario
K1A 0N3

Please address enquiries and requests for access to the following banks described in this publication to:

Director
National Personnel Records Centre
Public Archives of Canada
Ottawa, Ontario
K1A 0N3

Personal Information Banks

Financial Administration Records
PAC-P10

This bank contains financial information relative to those individuals doing business with the Public Archives or the National Library. The data content includes correspondence and memoranda, pay and insurance information, equipment and materials information, training and travel information and personal services contracts. This bank is used primarily to provide information about financial transactions pertaining to all activities of the department. Records in this bank are retained for six years. Individuals seeking access to those records should provide their full given names and surname, and terms of employment.

IND = 2,000/ADP = m/DATE = 84-04-01

Prisoner of War Index — German Nationals
PAC-P20

This bank contains information on German nationals who were incarcerated in Prisoner-of-War camps in Canada during World War II. The data content includes name, service number, unit served with and camp name and is used for verification purposes. Records in this bank will be retained indefinitely for historical purposes. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and the name of the camp.

IND = 3,000/ADP = m/DATE = 84-04-01

Canadians of Alien Parentage — World War II
PAC-P30

This bank contains information on Canadians of alien parentage who were held in camps during World War II. The data content contains name, complaints, camp conditions, escapes, employment status and other personal information. The consistent uses of this bank are to verify length of internment and to settle war claims. Records in this bank will be retained indefinitely for historical purposes. Individuals seeking access to these records should provide their full given names and surname, date of birth, name of camp and period of confinement.

IND = 1,400/ADP = m/DATE = 84-04-01

Access Request Data Bank
PAC-P40

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Records in this bank are retained for two years. Individuals seeking access to these records should provide their full given names and surname, address, and Record Access Request Form reference number.

IND = 1,200/ADP = m/DATE = 84-04-01

Acquisition Records
PAC-P50

This bank contains research on potential archival acquisitions and correspondence with potential sources. It is used to develop acquisition priorities, to determine acquisition values, to authenticate acquisitions and to trace archival collections. Substantive documentation from this bank is retained permanently as an archival record. Individuals seeking access to these records should provide the name of the archival collection and the year of their correspondence.

IND = 30,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Research Applications
PAC-P60

This bank contains names, addresses and research data submitted by individuals who wish to use the research facilities of the Public Archives. The information is used to prepare research passes, to survey research use and opinion, to create mailing lists and to trace archival documents. Records in this bank are retained for five years. Individuals seeking access to these records should provide their full name, the Division of the Public Archives where they applied to use research facilities, and the year of their application.

IND = 30,000/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Research Inquiries
PAC-P70

This bank contains requests for information submitted by individuals and a response prepared by the Public Archives of Canada. It is used to verify, requests for additional information or financial charges, to survey research use and opinion, and to provide archival references for use in response to other inquiries. Inquiries are destroyed after five years and substantive responses are permanently retained as a research source. Individuals seeking access to these records should provide their full name, the subject of their inquiry, and the year of their inquiry.

IND = 100,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Federal Investigative Bodies Request Bank

PAC-P80

This bank contains information concerning investigations carried out by authorized federal investigative bodies into records. The bank exists in accordance with section 8(4) of the *Privacy Act*. The data content includes copies of requests for disclosure by federal investigative bodies and records of disclosure made in consequence of such requests. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information, investigate complaints made by individuals and report on any use of this disclosure provision. Records in this bank are retained [illegible] two years from the date of disclosure. Individuals may request access to information about themselves held in this bank, although much of the information contained in it qualifies for exemption from such access under section 22 of the *Privacy Act*. Individuals seeking access to these records should provide their full given names and surname, date of birth, service or social insurance number and period of service or employment.

IND = 0/ADP = m/DATE = 84-04-01

Classes of Personal Information

Under the *Privacy Act*, records selected from other federal government institutions and transferred to the control of the Public Archives for archival or historical purposes are not required to be described as personal information banks. Such personal information, which is contained in a large number of record groups covering a wide range of government program activities from agriculture to urban affairs, includes records from the nineteenth century to more recent years. Information about detailed records inventories for archival records and the regulations for disclosure of personal information under the control of the Public Archives for archival or historical purposes may be obtained by contacting:

Federal Archives Division
Archives Branch
Public Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A ON3

Public Service Commission

Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act* (PSEA).

The jurisdictional powers of the PSC rest with three Commissioners — one Chairman and two members. They are appointed by the Governor in Council for a ten year term and have the status of deputy head. Together, the Commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the Commissioners constitutes a quorum. The Chairman is Chief Executive Officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission. The PSC's main task became staffing, and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay, classification and conditions of employment were transferred to the Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in Public Service staffing operations. This is accomplished through

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of processes and standards for selection of candidates for positions in the Public Service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

PSEA also provides for the Public Service Commission to

- promote the participation of women, francophones, native people and other under-represented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of Public Service employees;
- maintain an effective appeals mechanism for employees of the Public Service in respect of appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under PSEA; and
- make decisions on allegations of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information Centre at (613) 996-5010. The Centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

Access Procedures

Formal requests under the *Privacy Act*, should be forwarded to

Privacy Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K1A 0M7
Telephone: (613)993-7261

Personal Information Banks

Management Category Programs Branch

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files

PSC-P10

This bank exists to maintain an historical record of all persons who have participated in the Career Assignment Program. Contents include basic personal information; curriculum vitae; career plan appraisal information; and correspondence related to CAP or SDP participation. The bank contains records on all employees or persons that have completed, are currently enrolled in or are about to be enrolled in the Career Assignment Program or Special Development Programs. The bank is used for human resources planning, staffing, and general personnel management. Selected information is computerized and retained for statistical purposes for 15 years. All records are retained in hard copy until five years after termination of CAP or SDP participation. Selected files are retained by Public Archives Canada after that time.

IND = 1,126/ADP = h/DATE = 84-04-01

Career Assignment Program (CAP) Assessment File

PSC-P20

This bank exists in accordance with Sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to the assessment of Career Assignment Program candidates. It is also used for human resource planning and analysis. Contents include memoranda and letters; curriculum vitae; assessment results. The bank contains records on all employees or persons who have been assessed by the CAP Assessment Centre. The bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made. Records are retained for 20 years.

IND = 1,000/ADP = m/DATE = 84-04-01

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Cards

PSC-P30

This bank exists to record information related to nominations to CAP and SDP received from organizations. Contents include general personal data; assessment centre data; selection review board results; course participation data. The bank contains records on all nominees to the Assessment Centre for CAP and SDP. The bank is used to provide information on CAP and SDP nominees. Records are retained for two years after termination of CAP assignments.

IND = 1,126/ADP = m/DATE = 84-04-01

Management Category Central Employee and Applicant Records

PSC-P40

This bank exists to record and provide information for purposes of human resources planning, staffing and general personnel management. Contents include appointment certificates; employee summaries; performance review and employee appraisals; transfer requests; counselling notes; curriculum vitae; proof of educational standing and professional qualifications; development and training courses taken; notification of lay off; surplus or administrative priority; identification of a requirement to be redeployed; and a record of instances of consideration for positions. The bank encompasses the records of employees appointed to management category positions as determined by the Public Service Commission and of non-public servants applying for such positions. The bank is used to provide information for the purposes of staffing, human resources planning, statistics and analysis. Public Servants completing a Record Access Request Form are required to quote their social insurance number. Records of employees are retained for the duration of employment plus one year, after which they are transferred to the Public Archives for retention until the individual has reached the age of 70 or until one year after death, or for permanent retention if judged to be of historical value. In the case of applicants, records are retained for two years after being declared inactive.

IND = 4,800/ADP = m/DATE = 84-04-01

Selection Board Files — Career Assignment Program (CAP) and Special Development Programs (SDP)

PSC-P50

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act*, to record information allowing selection board members to review pertinent information supporting each candidate nominated to the Career Assignment Program or the Special Development Program leading to final decision. Contents include application form; reasons for nomination; curriculum vitae; performance appraisals; narrative summary of performance; career plan; overall assessment report (for CAP files only); language knowledge examination results. The bank contains records on final nominations for Career Assignment Program and Special Development Program. The bank is used to provide information to the selection review board and Interdepartmental Selection Board for final decision on Career Assignment Program and Special Development Program nominees respectively. Records of accepted candidates are transferred to the bank for participant files while those of candidates not accepted by the board are retained for three years.

IND = 100/ADP = m/DATE = 84-04-01

Inventory for Interchange/International Assignments

PSC-P60

This bank exists to maintain an inventory of public servants and non-public servants who are seeking Interchange and International assignments and to maintain an historical record of all persons who have participated in the programs. Contents include nature of applicant's expertise; nature of assignments sought; the sector; the type of organization; whether domestic or international; location; basic personal information; curriculum vitae; and appraisal data. The bank contains records on all officer levels inside and outside the Public Service who are applicants for, are about to be given, are currently on, or have completed an assignment. The bank is used to identify candidates, in keeping with their work history and their interest, for referral to organizations who are seeking an Interchange participant or International participant, and for general personnel management. Persons completing a Record Access Request are required to quote their social insurance number. Records are retained for two years after being declared inactive.

IND = 800/ADP = m/DATE-84-04-01

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Files

PSC-P70

This bank exists to maintain an historical record of persons nominated to the Assessment Centre phase of the Career Assignment Program or Special Development Programs. The data held includes basic personal information, CAP nomination forms, reasons for nomination, curriculum vitae, general career plan and appraisal information. The bank is used to provide information (on initial CAP or SDP nominees) for statistical, administrative and counselling purposes. During the initial selection phase of a given CAP or SDP intake the bank contains records on all employees nominated to CAP or SDP. Eventually, records on employees who proceed to the final (sRB) Selection phase are transferred to the Selection Board data bank (PSC-P50) where they are subject to the retention period established for that bank. Records on employees who do not proceed beyond the Assessment Centre phase are retained for three years.

IND = 250/ADP = m/DATE = 84-04-01

Management Resources Information System

PSC-P80

This bank exists to enable the Public Service Commission to fulfil its powers and duties as stated in Section 5 of the *Public Service Employment Act*. It encompasses the records of employees appointed to eligible classification as determined by the Public Service Commission. It also includes the records of applicants from outside the Public Service for positions in the Management Category as well as aspirants from outside and inside the Public Service seeking Interchange Canada or International assignments. The information includes basic personal data, skills, work history, education, training, professional qualifications, curriculum vitae, career aspirations and managerial experience. It is used to provide information for the purposes of staffing, human resources planning, statistics, analysis and evaluations. Public Servants completing a Record Access Request Form are required to quote their social insurance number. Records of Public Service employees are retained five years after removal from the System or separation from the Public Service. In the case of applicants, the record is deleted as soon as the record is declared inactive.

IND = 30,000/ADP = c/DATE = 84-04-01

Management Category Competition Files
PSC-P81

This bank exists to record and provide information relating to Management Category competitions by the Public Service Commission. Contents include security clearance rating; language examination results; memorandum to the Commission (Board Report); letter of offer, letter of acceptance, letters to unsuccessful candidates; notice of Right of Appeal, if applicable; notice regarding no appeals; copy of Record of Staffing Transaction; Official Language Information form; job description; request for non-delegated staffing; job profile/statement of qualifications; application form. The bank contains records on all persons who are included in a Management Category competition administered by the PSC. The bank is used to provide information relating to Management Category appointments made by the PSC. Individuals completing a Record Access Request Form are required to give the pertinent competition number. Records are retained for two years after the eligible list expires.

IND = 1600/ADP = m/DATE = 84-04-01

Staffing Programs Branch

Applicant Inventory
PSC-P90

This bank exists in accordance with Section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment to the Public Service Commission of Canada in the administrative support, the administrative and foreign service, professional and scientific and technical categories, excluding the SM/EX groups. The data include applications, curricula vitae and selection information. The bank also contains records on applicants for Co-operative Education. This bank is used to identify applicants suitable for referral and appointment to positions in the Public Service. Persons completing a Record Access Request Form are required to quote their social insurance number. Records are maintained for two years after being purged from the inventory.

IND = 52,000/ADP = h/DATE = 84-04-01

Applicant Inventory Referral Files
PSC-P100

This bank exists to record referrals by the PSC to departments and agencies in the administrative support, the administrative and foreign service, and professional and scientific and technical categories, excluding the SM/EX groups. Contents include general personal data; referral form; reference checks; referral results. The bank contains records on all persons or employees referred by the PSC to departments and agencies. The bank is used to provide information on employees or persons referred by PSC. Persons completing a Record Access Request Form are required to quote their social insurance number, the department or agency to which the candidate was referred, the group and level of the position to which he/she was referred, and also the appropriate date of the referral. Records are retained for two years after being purged from the inventory.

IND = 36,000/ADP = h/DATE = 84-04-01

PSC Examination Results
PSC-P110

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act* and Section 14(1) of the Public Service Employment Regulations, to record information on tests conducted for purposes of selection (competitions or other types of selection). This bank refers specifically to tests developed and administered by the PSC. It contains examination answer sheets and statement of marks for each application to competition involving tests subject to Section 16(1) of the PSEA and Section 14(1) of the PSER. Files are used to provide information on test results administered for purposes of selection (competitions or other types of selection) and for human resources planning and analysis. Hardcopy files are kept for two years. Candidate test results are also kept on computerized files indefinitely.

IND = 20,000/ADP = h/DATE = 84-04-01

Competition Files
PSC-P120

This bank exists to record and provide information relating to any competition administered by the Staffing Programs Branch of the Public Service Commission. Content includes request to staff; job description; statement of qualifications; official languages input form; competition notices; application forms or résumés; selection rating guides; board reports; letters of reference; eligible lists; and all other documents used in establishing candidates order of merit. Where applicable, notices of right to appeal and other related documents are to be included. The bank contains records on all employees or persons who are included in a competition which the Staffing Programs Branch administers. Persons completing a Record Access Request Form are required to give the pertinent competition numbers. Records are retained for two years after the eligible list expires, or two years after it has been used for administrative purposes.

IND = 500/ADP = m/DATE = 84-04-01

Employee Security Files (Non-Delegated Appointments)
PSC-P130

This bank exists in accordance with Section 24 of the Public Service Employment Regulations to record security information on all persons considered for appointment by the PSC into positions with a security classification. Contents include fingerprints; personal history form, and RCMP files. The bank contains records on all persons who are appointed by the PSC into positions with a security classification. The bank is used to provide information for the administration of security. Most records are transferred to the new department within days of the appointment, other records are retained for five years; most departments consider five years or less the period of validity for a security clearance.

IND = 45,000/ADP = m/DATE = 84-04-01

Language Co-ordination Centre Files
PSC-P140

This bank exists to record language testing results of persons selected for bilingual positions (non-delegated) by the Staffing Programs Branch of the PSC for purposes of appointment. Contents include Language Knowledge Exam request and record of results; request for guidance services; language assessment request and record of results; records of results files. The bank contains records on employees and persons who have been identified for bilingual positions. The bank is used to provide information on language knowledge of person or employee about to be appointed into a bilingual position. Records are retained for two years.

IND = 4,500/ADP = m/DATE = 84-04-01

Language Review Committee Files
PSC-P150

This bank exists in accordance with Section 20 of the *Public Service Employment Act*, to record information on employees whose cases have been submitted to the Language Review Committee. Contents include request for review; employee's or person's written consent; Language Knowledge Exam (LKE) results; assessment officer's report; personal history; related letters or memos; decision of the Committee. The bank is used to review results obtained in second language assessment and decisions of the Language Assessment Section; to review the decisions of the orientation process for candidates and employees seeking appointment to the Public Service; to review employee's dismissal from language training; to examine complaints concerning the way in which the LKE was administered; to reach a decision on each case. Records are retained for five years.

IND = 200/ADP = m/DATE = 84-04-01

Staff Development Branch

Course Registration and Information System
PSC-P160

This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to establish and maintain records of all employees and persons who have taken or are enrolled in a professional or management course affected by the PSC Staff Development Branch. Contents include basic personal data and related course administrative data (form TBS/SCT 330-179 (Rev. 82/1)). The bank contains such records on employees of departments and agencies, Crown corporations, provincial and municipal governments and other non-government organizations. The bank is used to provide information required to administer professional and management training courses operated by the PSC. Individuals completing a Record Access Request Form are required to quote the pertinent Staff Development Branch course numbers. Records are retained for five years after completion of training and development activity.

IND = 15,000/ADP = h/DATE = 84-04-01

Language Training Programs Branch

Questionnaire and Diagnostic Test Results
PSC-P170

This bank exists in accordance with Section 16(1) and 20 of the *Public Service Employment Act* to record information relating to the person's knowledge of and ability to learn the second official language prior to training. Contents include basic personal data and aptitude and placement tests results. The bank contains records on all persons who have gone through the testing process in anticipation of a non-imperative staffing action or of enrolment for basic language training. The bank is used for pedagogical reasons and serves to provide information on the person's proficiency in and ability to learn the second official language. Individuals completing a Record Access Request Form are required to quote their social insurance number. Records are retained for ten years.

IND = 100,000/ADP = h/DATE = 84-04-01

Language Training Course Participant System
PSC-P180

This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to establish and maintain records of all person who have taken or are in the process of taking language training given by the PSC. Contents include basic personal data; achievement test results; course progress reports; administrative data; attendance information. The bank contains records on employees of departments, agencies, crown corporations, provincial and municipal governments, spouses of senior officials who have or are taking language training administered by the PSC. The bank is used to provide information for the administration of the Language Training Program. Individuals completing a Record Access Request Form are required to quote their social insurance number. Records are retained for ten years.

IND = 100,000/ADP = h/DATE = 84-04-01

Orientation Interview Reports
PSC-P190

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act* to record information on preliminary interviews for language training for the purpose of assessing the potential to succeed in language training and, if required, making pedagogical recommendations. Contents include basic personal data; test results; cognitive styles; data on previous and present knowledge of language to be learned; interview notes. The bank is also used to provide information for Language Training Program administration. It contains records on applicants for language training, primarily non-imperative appointees and incumbents of designated bilingual positions. Individuals completing Record Access Request Forms are required to quote their social insurance number. Records are retained for ten years.

IND = 40,000/ADP = h/DATE = 84-04-01

Request for Language Training
PSC-P200

This bank exists to provide information for the registration, testing, guidance and enrollment process for language training. Contents include basic personal data; language levels to be met; course choice; and other administrative data. The bank contains records on all persons submitted by departments, agencies, crown corporations, provincial and municipal governments for enrolment to language training courses offered by the PSC. The bank is used to initiate registration, guidance and enrolment process for language training. Individuals completing a Record Access Request Form are required to quote their social insurance number. Records are retained for ten years.

IND = 100,000/ADP = h/DATE = 84-04-01

Student Cumulative Files
PSC-P210

This bank exists in accordance with Section 7(b) of the *Public Service Employment Act* to provide information on employees to the PSC Language Training Centres so that these centres may properly perform their function of teaching the official languages to enrolled students. Contents include student objectives; quantitative and psycho-pedagogical data; basic personal data. The bank contains records on students who underwent the orientation process or who are taking or have taken continuous full-time language training. Individuals completing Record Access Request Forms are required to quote their social insurance number. The bank is used to assist teachers and pedagogical counsellors in performing their function; to provide administrative information. Records are retained for ten years.

IND = 40,000/ADP = m/DATE = 84-04-01

Appeals and Investigations Branch

Case Files (Anti-Discrimination Directorate)

PSC-P220

This bank exists in accordance with Section 12(2) of the *Public Service Employment Act* to provide information in any investigation of alleged discrimination in the Public Service. Contents include investigators' notes and reports; interview notes; memoranda and letters; allegations; and affidavits. The bank contains records on employees and other persons involved in allegations of discrimination including those who are applicants for employment in the Public Service. The bank is used to record and consolidate all information gathered during an investigation of alleged discrimination. Records are retained for five years after completion of an investigation.

IND = 2,500/ADP = m/DATE = 84-04-01

Appeals Hearing Files

PSC-P230

This bank exists by reason of Sections 21 and 31 of the *Public Service Employment Act* and Sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals. It contains an appeal document; an advice of selection form; evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process; an appeal board decision; and an appeal statistics information sheet. It may also contain tape recordings of the proceedings. Files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board Chairperson. Individuals completing a Record Access Request Form are required to quote the Appeals Directorate file reference number given on the decision report held by the appellant. Decisions are retained for 20 years from the date of decision. Files and tape recordings, for two years. However, files which were referred to the Federal Court of Canada under section 28 of the *Federal Court Act* are retained for 20 years whenever the Section 28 application is allowed or dismissed without reason.

IND = 5,000/ADP = m/DATE = 84-04-01

Investigation Directorage Files

PSC-P240

This bank exists in accordance with Section 7 of the *Public Service Employment Act* to record information with respect to investigations. Contents include excerpts of personnel file and/or competition file; interview notes; allegations or complaints; memoranda and letters; performance evaluations; press clippings; formal investigation report. The bank contains records on employees appointed or eligible appointees where allegations of an impropriety during the course of the staffing action have been made. The bank also contains records on employees involved in situations of lay-off, resignation, abandonment of position and rejection on probation. The bank contains the information collected in the course of an investigation so that allegations may be examined, recommendations made and corrective action taken, if warranted. It also contains information dealing with conciliation action undertaken with departments, employees, representatives or complainants to resolve complaints or implement corrective actions. Records are retained for five years after completion of an investigation.

IND = 2,323/ADP = m/DATE = 84-04-01

Corporate Systems and Services Branch

Access Request Data Bank

PSC-P250

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests, and information related to their processing. It is used for processing access requests only and to determine the number of access requests received annually. Files will be kept for two years.

IND = 300/ADP = m/DATE = 84-04-01

Public Service Staff Relations Board

Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act* (now RSC 1970 C. P-35). The board is designated as a department within the meaning and purpose of the *Financial Administration Act* (O.I.C. 1967-635, 4 April 1967). By O.I.C. 1968-2032 of October 29, 1968 the board was declared to be a Separate Employer under the provisions of the *Public Service Staff Relations Act*. The board reports to Parliament, through a minister of the Crown, other than a member of the Treasury Board, as designated by the Governor in Council. At present the responsible minister is the President of the Privy Council.

Overall Responsibilities

The board is an independent body, whose members are appointed for specified periods and who hold office during good behaviour. It is responsible for the administration of the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal public service as defined in the Act. These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced.

Access Procedures

All enquiries should be directed to the Privacy Co-ordinator:

Secretary-Registrar
Public Service Staff Relations Board
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5V2
Tel: (613) 996-2798

Personal Information Banks

Application for Employment
PSSRB-P10

The purpose of this bank is to retain applications received from citizens and federal employees seeking employment with the board. These files contain correspondence and data on educational and personal characteristics. Files are usually retained two years.

IND = 150/ADP = m/DATE = 84-04-01

Personal Service Contracts
PSSRB-P20

This information bank is to record payments made to individuals under personal service contracts and contains invoices and payment records for individuals under contract with the board and is used as a record to control payments.

IND = 450/ADP = m/DATE = 84-04-01

Department of Public Works

Background

Public Works Canada was established in 1867 by an Act respecting the *Public Works of Canada* (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works Canada who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels.

Overall Responsibilities

The objective of Public Works Canada is: to manage real property for the Government of Canada, and to provide planning, design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives.

The Department builds, purchases and disposes of land and other real property, rents premises, and maintains, improves and manages properties owned or leased by the Government of Canada. The Department also provides marine facilities, roads, bridges and public utilities as required by other federal government programs.

As a common service agency, the Department carries out its activities through seven substantive programs:

- Administration: To provide central policy direction and central administrative support services for all departmental programs.
- Professional and Technical Services: To provide the professional and technical services necessary to support programs of Public Works Canada and other departments and agencies in the fields of construction and fire prevention.
- Accommodations: To provide departments and agencies of the federal government with accommodation of approved standards of quality, quantity and efficiency.
- Marine: To provide and maintain marine facilities as required by federal programs for the development and support of industry and for water level control.
- Transportation and Other Engineering: To provide and maintain roads, bridges and public utility services as required by federal government programs.
- Land Management and Development: To manage and develop federal lands so as to combine the efficient provision of government services with the achievement of wider social, economic and environmental objectives.
- Municipal Grants: To manage and administer the *Federal Municipal Grants Act*, covering the payment of grants in lieu of taxes to Canadian municipalities.

Organization

Public Works Canada is a highly decentralized department delivering service to other federal government departments from six regional offices. There are also several district offices located in each region which provide local service to the Department's clients and the public. The Regional offices are located in: Halifax (Atlantic Region); Montréal (Québec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the area of Planning, Property Administration, Real Estate Services, Energy Management, Contract Policy and Administration, Design and Construction and Finance and Administration.

Access Procedures

Personnel information held by Public Works Canada may be accessed by submitting Record Access Request Forms to Public Works Canada at the following locations:

Headquarters
Public Works Canada
Privacy Co-ordinator
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Tel: (613) 998-4270

Regional Offices

Pacific Region
Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Tel: (604) 544-2229

Western Region
Public Works Canada
Chief of Administration
9925-109th Street
P.O. Box 488
Edmonton, Alberta
T5K 2J8
Tel: (403) 425-3194

Ontario Region
Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Tel: (416) 224-4225

National Capital Region
Public Works Canada
Chief of Public Relations
L'Esplanade Laurier
140 O'Connor St.
Ottawa, Ontario
K1A 0M3
Tel: (613) 992-8336

Quebec Region
Public Works Canada
Chief of Administration
200 Dorchester Blvd West
Montreal, Quebec
H2Z 1X4
Tel: (514) 283-7651

Atlantic Region
Public Works Canada
Chief of Administration
P.O. Box 2247
1190 Barrington Street
Halifax, Nova Scotia

B3J 3C9
Tel: (902) 426-7893

Each personal information bank that follows is identified as being established on either a national or regional basis. Enquiries relating to a national data bank should be addressed to Headquarters; those relating to a regional bank may be addressed to the appropriate Regional Office or to Headquarters.

Personal Information Banks

Property Administration Branch

List of Landlords
PWC-P10

The purpose of this list is to maintain a record of information relating to existing landlords with whom the Department has executed lease agreements. This bank contains names, addresses, rental rates, lease payments and descriptive property data used for the administration of the leasing activity of the Accommodation Program. Information in this bank is updated on a continuous basis. Information is disposed of two years after revision on consultation.

IND = 18,000/ADP = h/DATE = 84-04-01
ID = Name, Location/LOC = Ottawa, Region

Offers of Space
PWC-P20

The purpose of this bank is to maintain a listing of available accommodation offered to the Department. It may contain names, addresses, rental rates, descriptive property data and other information submitted by potential landlords. This information is used to assist in the selection of leased accommodation for the federal government under the leasing activity of the Accommodation Program. Offers of accommodation are retained for two years.

IND = 11,000/ADP = m/DATE = 84-04-01
ID = Name, Location/LOC = Region

Contractors' Index
PWC-P30

The purpose of this bank is to maintain a record of information relating to contractors in a variety of classifications including areas such as plumbing, electrical, moving, cleaning, snow removal, and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licenses held, previous government work, if any, and in some cases, performance reports. This information is used in accordance with departmental procedures to contact contractors and service agencies for government work. This bank is updated on a continuous basis with information submitted by contractors and departmental staff. Information is retained for five years.

IND = 24,000/ADP = m/DATE = 84-04-01
ID = Company, Trade, Location/LOC = Region

List of Lessees
PWC-P40

The purpose of this bank is to maintain information relating to persons, companies, and institutions to whom the department leases accommodation or property. This bank contains names, addresses, rental rates, and descriptive property information. This information is used for the administration of federally owned or managed rental properties under the Accommodation Program. The information is updated on a continuing basis and is maintained for three years.

IND = 1,680/ADP = h/DATE = 84-04-01
ID = Name, Location/LOC = Ottawa, Region

Real Estate Services

Register of Land Surveyors
PWC-P50

The purpose of this bank is to maintain a record of information relating to qualified land surveyors who worked for or have indicated a desire to perform work for Public Works Canada. This bank contains names, addresses, personal qualifications and records of past performance, if any. Information is used for the selection of land surveyors for PWC projects. This bank is updated on a continuing basis with information supplied by land surveying contractors. Information is maintained for two years.

IND = 400/ADP = m/DATE = 84-04-01
ID = Company/LOC = Region

Register of Property Appraisers
PWC-P60

The purpose of this bank is to maintain a record of information relating to qualified property appraisers who have worked for or have indicated a desire to work for Public Works Canada. This bank contains names, addresses, personal qualifications and records of past performance, if any. Information is used for selection of property appraisers for PWC projects. This bank is updated on a continuous basis with information supplied by property appraisal firms or individual appraisers and is maintained for three years.

IND = 400/ADP = m/DATE = 84-04-01
ID = Company/LOC = Region

Surplus Property Mailing List
PWC-P70

The purpose of this bank is to record information related to individuals who have requested that they be contacted when surplus real property becomes available for disposal by public tender. This bank contains the name and location of individuals as well as the type of real property that they are interested in (land and buildings, etc.). Information in this bank is updated on a continuous basis and is maintained for two years.

IND = 2,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Region

Consultants Inventory
PWC-P80

The purpose of this bank is to maintian a record of information relating to firms and individuals specializing in fields such as architecture and engineering whose services have been, are, or may be commissioned by the federal government. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance appraisals. This information is used to select consultants for the provision of professional and para-professional services for the Design and Construction Building, Marine and Transportation programs. This bank is updated continuously with consultant supplied data. Information is maintained for two years after revision or cancellation.

IND = 3,800/ADP = m/DATE = 84-04-01
ID = Company, Location/LOC = Ottawa, Region

Department of Public Works

Register of Canadian Artists
PWC-P90

The purpose of this bank is to maintain a record of information on artists and their works, to enable architects and/or engineers to have readily accessible reference material for possible incorporation of artwork into federal building projects. This bank contains biographical data, lists of exhibitions, lists of collections, dealers' names and addresses, the artists' home and business addresses and visual material. Information in this bank is dormant, due to indefinite suspension of the Fine Art Program. Information is maintained for five years and is then transferred to Public Archives.

IND = 754/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Design and Construction Technology

Solar Development Contract Proposals
PWC-P100

The purpose of this bank is to maintain a record of information relating to proposals for the development of solar technology. This bank contains, along with development proposals, personal information including names, addresses, education, qualifications and other data concerning personnel of companies seeking development contracts. This information is used for the selection of proposals for development. This information is retained for five years whereupon it may be transferred to the Public Archives of Canada.

IND = 96/ADP = m/DATE = 84-04-01
ID = Company/LOC = Ottawa/TERM = 1988

Emergency Preparedness

Register of Shielding Analysts
PWC-P110

The purpose of this bank is to maintain a record of the name, address, registration number and place of representation of qualified shielding analysts. The bank is used for the selection of consultants for the design and analysis of shelters under the National Shelter Program to protect the population of Canada in the event of war or other nuclear disaster. The register is updated annually on completion of the annual shielding analysts course. Information is maintained for five years.

IND = 233/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

National Directory of Community Shelter Planners
PWC-P120

The purpose of this bank is to maintain a record of the name, address, and places of representation of persons qualified as shelter planners. This bank is used for the selection of shelter planners for the National Shelter Program. This bank is updated annually on completion of the annual Community Shelter Planning Course and information is maintained for five years.

IND = 171/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Fire Commissioner of Canada

Fire Investigation Bank
PWC-P130

The purpose of this bank is to maintain a record of fire investigation in federally owned or occupied property, in accordance with the Government of Canada Fire Prevention Regulations (PC 1960-50/1499). Information in this bank includes a store of facts and evidence relating to persons involved in fire investigations and serves as potential evidence in possible judicial proceedings. Records are maintained for a minimum of five years and may be transferred to the Public Archives of Canada. Exemption from access will apply under Section 22 of the *Privacy Act*.

ADP = m/DATE = 84-04-01
ID = Location/LOC = Ottawa, Region

Administration

Register of Suppliers
PWC-P140

The purpose of this bank is to maintain records on suppliers of materials and equipment. The bank contains name, addresses, commodities available from the supplier, and details of previous departmental purchases, if any. The bank is established on a regional basis and is used to select suppliers and to record those who have standing offers from the Department of Supply and Services. Information is maintained for two years.

ADP = m/DATE = 84-04-01
LOC = Ottawa, Region

Personal Service Contracts
PWC-P150

The purpose of this bank is to maintain a record of payments made to individuals under contract. This bank contains the contract, invoices and payment records for these individuals. The bank is established on a regional basis and is used to record and control payments. At the present time this bank exists only at Headquarters and in Western Region. Information is maintained for six years.

IND = 400/ADP = h/DATE = 84-04-01
LOC = Ottawa, Region

Applications for Employment Files
PWC-P160

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains curricula vitae of persons interested in working for the Department, as well as requests for transfer from employees of other departments within the federal government. All applicants for employment with the departments are identified in the bank. The bank is established on a regional basis and is used to store papers and documents, received from these applicants for jobs or transfers, if this material has not been forwarded to the appropriate Canada Manpower Centre or Public Service Commission office for their action. Information is retained for two years.

IND = 800/ADP = m/DATE = 84-04-01
LOC = Ottawa, Region

Access Request Data Bank
PWC-P170

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

DATE = 84-04-01

Classes of Personal Information

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services. Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

General Operational Records

The Department maintains, in addition to specific project records, general files associated with its operational activities. Occasionally, personal opinions expressed by individuals are maintained on these general records. Access to these records requires the requestor to identify, in sufficient detail, the subject of the information to which he/she wishes access.

Department of Regional Industrial Expansion

Background

The Department of Regional Industrial Expansion (DRIE) was created following a reorganization of economic development departments announced in early 1982. This reorganization in part involved the complex merger of elements of the Departments of Industry, Trade and Commerce and Regional Economic Expansion into the new Department of Regional Industrial Expansion.

Overall Responsibilities

The Department of Regional Industrial Expansion is the principal federal department for encouraging investment in viable industrial undertakings in manufacturing, in resource processing and related service industries, in tourism and in small business.

Its basic mandate is to increase economic prosperity by promoting productive investments in industrial development and renewal, in all regions of Canada, by focusing on investments, developing new products and services and increasing productivity, particularly through innovation; developing new export and domestic markets for Canadian products and services and assisting them to be more competitive in existing markets; assisting firms to make investments which will enable them to adjust to changing competitive conditions and enter new product and service areas; assisting viable small businesses, including tourism, in the areas of management, financing and technical and information needs.

The major programs administered by DRIE include the Industrial and Regional Development Program, Tourism Canada, the Defence Industry Production Program, the Program for Export Market Development (delivered on behalf of the Department of External Affairs), Special Agricultural and Rural Development Act (ARDA), the Native Economic Development Program and General Development Agreement (GDA) Sub-Agreements.

Access Procedures

Personal information held by DRIE includes information on employees. Information on other persons may also be retained for the purpose of administering the Department's regional and industrial expansion programs. Such information may, for example, assist in determining eligibility for and level of benefits, in auditing and evaluating and in effecting payments.

Persons who wish to formally exercise their rights under the *Privacy Act* are requested to submit their requests in writing to:

The Senior Departmental Advisor
Access to Information and Privacy Office
Office on the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Personal Information Banks

Administrative Services

Professional and Special Services Contracts
DRIE-P10

This bank is maintained by Administrative Services to record information on professional and special service contracts in compliance with the *Financial Administration Act* and Treasury Board and internal departmental directives. The information may include particulars such as the name, home/office address, social insurance number and resumes of individuals. The files are arranged in alpha/numeric order. The bank is used to administer contracts, to make payments where required, to collect receivables, to perform the accounting and administrative functions for the Department, to facilitate the selection of consultants and to carry out auditing and evaluation. Records are retained for six years from termination date of the contract.

IND = 1800/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa, Regional

Canadian Industrial Renewal Board (CIRB)

Institutional Assistance Programme (Textile Scholarships)
DRIE-P20

The bank is maintained by the CIRB as a result of a program to reduce or eliminate gaps in knowledge, or deficiencies in the managerial or technical capabilities, identified in the textile industry by providing grants to the Tex-Scope Foundation Inc. and the Wentworth Foundation to assist Canadian students to undertake a regular three-year program in Textile Engineering/Technology and Management. The bank indicates the name of students, his/her educational attainment and the number of years for which bursaries have been paid. These files are arranged by subject classification of meetings of the Tex-Scope and Wentworth Foundation Boards in chronological order. The information is used to monitor the evolution of the program and to account for the payment of bursaries. Records are retained for six years from the date the file is closed.

IND = 830/ADP = m/DATE = 84-04-01
ID = Name/LOC = Montreal

Institutional Assistance Programme (Clothing Scholarships)
DRIE-P30

The bank is maintained by the CIRB as a result of a program to improve the quality of management skills available to the clothing industry by assisting persons enrolled in an apparel management program at a recognized college or university. The bank indicates the name, address, age, work experience, academic experience and career objectives of applicants. The files are arranged alphabetically by year. The information is used to evaluate applicant qualifications, to assess individual career aspirations, to monitor the performance of the program and to account for the payment of bursaries. Records are retained for six years from the date the file is closed.

IND = 21/ADP = m/DATE = 84-04-01
ID = Name/LOC = Montreal/TERM = Suspended

Footwear Canada Scholarship Programme
DRIE-P40

The bank is maintained by the CIRB as a result of a program to improve managerial capabilities in the Canadian Footwear and Tanning Industries by assisting college students. The bank reflects the name, address, age, telephone number, citizenship and education qualification of applicants. The files are arranged by name. The information is used to assess a student's application for the scholarship, to retain the necessary documentation regarding acceptance and payments, to monitor the performance of the program and to assess individual career aspirations. Records are retained for six years from the date the file is closed.

IND = 22/ADP = m/DATE = 84-04-01
ID = Name/LOC = Montreal

Footwear Design Scholarship Programme
DRIE-P50

This bank is maintained by the CIRB as a result of a program to improve design capabilities in the Canadian Footwear and Tanning Industries by assisting college students and other young persons. The bank indicates the name, address, age, telephone number, citizenship and educational qualifications of applicants. The files are arranged by name. The information is used to assess student's application for the scholarship, to retain the necessary documentation regarding acceptance and payments, to monitor the performance of the program and to assess individual career aspirations. Records are retained for six years from the date the file is closed.

IND = 11/ADP = m/DATE = 84-04-01
ID = Name/LOC = Montreal

Awards and Design Directorate

Design Canada Scholarship Bank
DRIE-P60

This bank is maintained by the Awards and Design Directorate to retain information regarding education and experience of scholarship applicants. The *National Design Council Act* provides for the Council to recommend to the Minister the awarding of scholarships to individuals in Canada for research or study purposes. The bank includes biographical information such as educational background, work history, areas of interest, career objectives and grants and awards. Files are maintained in alphabetical order. The information is used for analysis of educational streams or job histories in order to identify successful design education techniques or methods. Records are retained for seven years after the file is closed.

IND = 200/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Food and Consumer Products Branch

Food Industry Scholoarship Fund
DRIE-P70

This bank is maintained by the Food and Consumer Products Branch to record applications received under the Fund. Applications received contain biographical information such as educational background, academic standing, work history, career objectives and industry evaluations based on personal interviews. Files are maintained by year of application under the names of applicants. The information is used to ascertain eligibility for financial support under the Fund. Records are retained for six years after the file is closed.

IND = 60/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Economic Analysis and Strategic Planning Branch

Labour Force Tracking Surveys
DRIE-P80

The Labour Force Tracking Surveys were undertaken as a result of the Department's ongoing mandate to examine labour adjustment problems which workers employed in declining sectors face. In addition to tracing the individual's employment history, the surveys also collected information on the respondent's demographic characteristics (age, sex, marital status and place of residence), income, education and skill levels. The files are arranged by year of survey, with identification by social insurance number. The information by the Labour Force Tracking Surveys has been utilized for analytical and policy-making purposes, the production of reports and model development. Records are retained for up to ten years from the date of survey.

IND = 18,000/ADP = c/DATE = 84-04-01
ID = SIN/LOC = Ottawa

Small Business Secretariat

Management Excellence in Small Business Program
DRIE-P90

The Small Business Secretariat maintains records of curricula vitae of persons applying for grants under the Management Excellence in Small Business Program. The bank contains the curricula vitae of university, community college, business school academics and students. The data includes the name, address, date of birth, sex, language, education, employment history and social insurance number of individuals. The files are arranged by name of university. The bank is used by an advisory panel to evaluate the qualifications of persons who apply for grants. Records are retainable for a maximum of six years from the date the file is closed.

IND = 25/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa/TERM = 1987

Office of Industrial Innovation

Technological Innovation Studies Program
DRIE-P100

This bank is maintained by the Office of Industrial Innovation to record the applications received under the Technological Innovation Studies Program. The file contains the curricula vitae of university professors who apply for grants to carry out studies. The files are arranged in alphabetical order with university affiliation. The information is used to evaluate the qualifications of persons applying to carry out studies. Records are retained for ten years after the file is closed.

IND = 2907/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

Enterprise/Industrial Development and Assistance

The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities which may have involved the storage of personal information include the Industrial and Regional Development

Program, the Regional Development Incentives Program, the Enterprise Development Program, the Tourism Destination Program, the Tourism Incentives Program, the Industry and Labour Adjustment Program, the Support for Technology Enhanced Productivity Program, the Program for Export Market Development, the Canadian Industrial Renewal Board Program, the Defence Industry Productivity Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Small Business Loans Act Program, the Advanced Technology Program - Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects and the Machinery Program.

Personal information may include particulars such as the names, addresses, social insurance numbers, financial interests, management capabilities, employment histories, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

General Development Agreements, Subsidiary Agreements and Related Initiatives

The Department has collected data needed for the administration of Subsidiary Agreements entered into with the provinces, consistent with the terms and conditions of General Development Agreements previously signed with all provinces, except Prince Edward Island. The General Development Agreements establish the framework for development, and then, as opportunities are identified, individual subsidiary agreements are formulated. These opportunities are normally unique to a particular province and, as a result, subsidiary agreements cover a broad range of specific programs. Examples of these agreements are the Canada-Alberta Subsidiary agreements on Nutritive Processing Assistance, the Canada-British Columbia Subsidiary Agreement on Industrial Development and the Canada-Manitoba Subsidiary Agreement on Northern Development. Personal information may be stored in administering a number of subsidiary agreements. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the name of the project or program that may be related thereto and the approximate date of submission/award.

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the *Agricultural and Rural Development Act* (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and P.E.I. in 1969, under the authority of the *Fund for Rural Ecomomic Development Act*. The plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. In addition, under the Federal Development Strategy, the Department has been involved in providing further economic development activities on P.E.I. Special areas have been designated in Canada, such as the Magdalen Islands, in order to deal with special problems of economic expansion and social adjustment.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individuals or other personal identifier. This form of information is normally retrievable only if specifics are provided, such as the name of the program concerned, the name of the specific project and the approximate date of submission/award.

Restrictive Trade Practices Commission

Background

The Commission was established, along with the position of Director of Investigation and Research, by the *Combines Investigation Act* to carry on the federal government's anti-combines work. With the exception of certain functions under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*. As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence relating to inquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the Act conferred a quasi-judicial function upon the Restrictive Trade Practices Commission and, for the purposes of that Part, make it a court of record.

Access Procedures

Please address inquiries concerning access to personal information to:

Secretary for the Commission
Restrictive Trade Practices Commission
P.O. Box 336, Station "A"
Ottawa, Ontario
K1N 8V3

Classes of Personal Information

In the course of conducting the program and activities of the Restrictive Trade Practices Commission, categories of personal information may be accumulated which are not contained in a specific personal information bank. Such personal information includes evidence of witnesses testifying before this Commission in different inquiries. This evidence is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning an inquiry with respect to evidence given on a certain day which is recorded and transcribed.

The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Royal Canadian Mint

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint, London. In 1931, an Act of Parliament was passed and the Royal Canadian Mint was established as a branch of the Department of Finance. The Mint was incorporated in 1969 by the *Royal Canadian Mint Act*.

The Royal Canadian Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. A Crown Corporation with the object of minting coins in anticipation of profit, the Mint is actively competing in the international circulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada. Additionally, the Mint operates a refinery to melt, assay and refine gold, silver and other metals.

Access Procedures

When access to information in any of the following banks is being requested, a Record Access Request Form should be sent to:

Access to Information and Privacy
Co-ordinator
Royal Canadian Mint
355 River Road, 6th Floor
Tower B, Vanier Towers
Vanier, Ontario
K1A 0G8

Personal Information Banks

Mail Order Fulfilment — Individual
RCM-P10

The purpose of this bank is to record direct mail orders for Royal Canadian Mint numismatic products. Information in these files includes the original order, customer name and address, product and quantity ordered, amount and method of payment, address and method employed for shipping. This information is used to initiate fulfilment, distribution, and verification of orders for numismatic products. The information is retained for one year from the closing date of each numismatic program.

IND = 180,000/ADP = h/DATE = 84-04-01
ID = Customer Number/LOC = Ottawa

Mail Order Fulfilment — Computerized Order Master
RCM-P20

The purpose of this bank is to capture, update and report direct mail orders for Royal Canadian Mint numismatic products. Information in this bank includes customer name and address, product and quantity ordered, amount and method of payment, address and method for shipping. This information is used to record direct mail orders for numismatic products, payment data related to orders for financial reporting, shipping documentation on fully paid orders, and names and addresses of collectors for future solicitations. Information may be accessed by any one of customer name, customer number or postal code. It is retained indefinitely.

IND = 180,000/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Direct Mail Marketing — Computerized Mail Master
RCM-P30

The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products. Information in this bank includes customer name and address, customer number, language, and customer number. This information is used to comprise a listing of purchasers of numismatic products for future solicitation through a direct mail approach. This file is also utilized for name, address, and order status information required in the order fulfilment process and to answer inquiries from customers concerning their particular order. This bank may be accessed by any one of customer name, customer number, or postal code. Records are retained for three years from the closing date of the applicable numismatic program.

IND = 200,000/ADP = c/DATE = 84-04-01
ID = Name/LOC = Ottawa

Mail Order Fulfilment — Customers Relations
RCM-P40

The purpose of this bank is to record service provided to purchasers of Royal Canadian Mint numismatic products and answers to inquiries from the general public concerning numismatic programs. This information includes the customer's name and address. Where an order for a product is concerned, it will also include the telephone number, charge account number or other method of payment, product and quantity ordered. This information is used to aid in orders processing and tracing in cases of delay or loss. Information is accessed by the customer number which has been assigned by the Mail Master. The information is destroyed two years from the end of a coin program or when inquiries cease.

IND = 100,000/ADP = m/DATE = 84-04-01
ID = Customer Number/LOC = Ottawa

Classes of Personal Information

In the course of conducting the programs and activities of the Royal Canadian Mint, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes letters of appreciation, complaints and inquiries; campaigns and canvassing such as Canada Savings Bonds and the United Way campaign; information concerning the use of copyrights and patents; records of distributors and dealers of Royal Canadian Mint products; appeals under the *Human Rights Act*. These categories are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the subject matter. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Royal Canadian Mounted Police

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

Overall Responsibilities

The Royal Canadian Mounted Police enforces laws thoughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the two Territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to Section 20 of the *RCMP Act*.

The headquarters of the Force is located in Ottawa. The Royal Canadian Mounted Police consists of 16 divisions. Each division is managed by a commanding officer. There are 13 operational divisions, divided into 48 sub-divisions and 709 detachments, located in all provinces and the Territories. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or Territorial capital except for "A" which is in Ottawa, and "C" which is in Montreal. Under the Commissioner, functional direction is provided by a Deputy Commissioner in charge of Administration, a Deputy Commissioner in charge of Criminal Operations and a Deputy Commissioner in charge of Canadian Police Services.

Specialized support is offered to the 13 operational divisions by Air, Marine and Laboratory Services. The remaining three divisions are "HQ" and "N" located at Ottawa and Rockcliffe, Ontario respectively, and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. "N" division is comprised of the Canadian Police College, Musical Ride and the Band. "HQ" (Ottawa) consists of the Commissioner's Office and his Secretariat, directorate policy and co-ordinating centres and specialized support services, such as the forensic laboratory, the Canadian Police Information Center (CPIC), and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

The CPIC system is an advanced computerized information storage and retrieval facility, designed for the sole use of participating law enforcement agencies. The CPIC acts as a central repository of operational police data that is contributed to and maintained by participating police forces. Records entered into the system must be supported by documented police reports held by the originator. The originating agency is the only one entitled or enabled to alter records in the system.

Access Procedures

All record access requests under the *Privacy Act* are processed centrally and should be addressed to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Privacy Co-ordinator

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized, except for matters of national security where one master system is maintained in Ottawa. For this reason persons submitting access requests must indicate the geographic location they want searched.

Personal Information Banks

"I" Directorate

Criminal History Records
RCMP-P10

This bank contains personal information on individuals who have been fingerprinted as a result of criminal charges. This bank contains a record of criminal charges and dispositions, photographs, fingerprints and related correspondence identifiable by fingerprints. This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments, departments of the criminal justice system and courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is also used by Federal/Provincial Security Officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes. Information in this bank is retained until the person to whom it relates reaches the age of 70 years and is criminally inactive, or until the subject is deceased. In addition to the requirements indicated on the record access request form, individuals must forward a complete set of fingerprints taken by an RCMP detachment or any other law enforcement agency. These fingerprints are for the purposes of search and positive identification only, and will be returned with the access requests results. Information in this bank may be maintained in hard copy files, as well as in automated form in the Canadian Police Information Center (CPIC). Both manual and automated forms will be searched and processed in response to access requests.

IND = 1,913,702/ADP = h/DATE = 84-04-01

"C" Directorate

Operational Case Records
RCMP-P20

This bank contains personal information on individuals who have been involved in investigations under the Criminal Code, Federal and Provincial Statutes, Municipal By-Laws and Territorial Ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of court documents such as summonses; warrants and court briefs, in some instances records relating to criminal histories, parole and corrections, and related documentation. This information is used by accredited domestic and foreign law enforcement and investigative agencies, departments of the criminal justice system and courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. This information is also used for research, planning, evaluation and statistical purposes. Information in this bank is retained for a minimum of two calendar years. Records are destroyed in accordance with an operational records disposal schedule, approved by the Dominion Archivist. This information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form, such as the Canadian Police Information Center (CPIC), the Automated Intelligence Customs Service (AICS) or the

Division Intelligence Bank (DIB). Both manual and automated records will be searched and processed in response to access requests.

IND = 7,500,000/ADP = h/DATE = 84-04-01

"A" Directorate

Security Reliability Clearance Records
RCMP-P30

This bank contains personal information on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with federal government institutions, and the private sector working under federal government contracts. Similar records are held in respect to security clearances required by the government of a province or foreign state. This bank may also contain personal data, criminal records, security analysis, investigative reports, related correspondence and a notation of the level of security clearance granted. Reliability clearance records apply only to past and present RCMP employees. This bank contains personal information about the applicant/employee, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the applicant/employee would have contact. This bank is used to support the decision taken in determining the suitability for a domestic or foreign security clearance, when an employee has access to classified information. It may also be used in the efforts of Canada toward detecting, preventing or suppressing subversive or hostile activities. The reliability clearance is required to assess the honesty, trustworthiness and discretion of an individual when performing duties regarding essential services to the public, such as law enforcement and administration of justice, confidentiality of cabinet activities and ministerial advice relating to the above; access to cash, drugs, hazardous material; responsibility for the well-being of persons in custody or control, and people employed in automated records and programs. Information in this bank is retained in accordance with the retention destruction schedule approved by the Dominion Archivist. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and specify whether it is security or reliability clearance records they want to access. When accessing reliability clearance records, individuals must also indicate the division in which they were/are employed. RCMP members must indicate their regimental number. Public servants must indicate their public service number. Both manual and automated records will be searched and processed in response to access requests. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

IND = 125,000/ADP = h/DATE = 84-04-01

"I" Directorate

Firearms Registration/Legislation Records
RCMP-P40

This bank contains personal information on individuals who have applied to register restricted weapons in Canada and have been issued a certificate; applied to the RCMP for a Firearms Acquisition Certificate and have been issued a certificate; applied for and have been issued a permit by the RCMP to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms. This bank contains applications to register restricted weapons, registration certificates, applications for permits, permits to carry, transport or convey restricted weapons; applications for firearms acquisition certificates, firearms acquisition certificates; documentation on prohibitions, refusals and revocation of certificates and permits. The Commissioner of the RCMP has the statutory authority under section 106.6(1)(a) of the Criminal Code to maintain a registry of every Restricted Weapon Registration Certificate (Form C-306) issued under section 106.1. Information in this bank is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments, and chief provincial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Information in this bank is retained for a minimum of two calendar years. Some personal information in this bank may be retained permanently pursuant to Section 106.6 of the Criminal Code. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date and place of birth and if available, certificate or permit number. Information in relation to Registration Certificates, refusals or revocations of Registration Certificates, and interprovincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Center (CPIC). Both manual and automated forms will be searched and processed in response to access requests.

IND = 862,606/ADP = h/DATE = 84-04-01

Lost or Stolen Passports
RCMP-P50

This bank contains personal information about individuals who have lost their passports, or who have had their passports stolen. Information contained in this bank is provided by, and is a copy of the Department of External Affairs Passport Office file. This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents. Information in this bank is retained until the passport has been located or has expired. In addition to the requirements indicated on the record access request form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Center (CPIC). Both manual and automated records will be searched and processed in response to access requests.

IND = 16,500/ADP = h/DATE = 84-04-01

"A" Directorate

Applicants' Records
RCMP-P60

This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members, civilian members or special constables. The file contains such material as applicant evaluations, education test answer sheets, essays, candidate assessments, engagement check sheet, psychometric test score sheets, suitability screenings, applicant dental examinations, standard tests of fitness results, medical examination for RCMP applicants and related correspondence. This information is used to determine the suitability of individuals for engagement in the RCMP. This information is also used for research, planning, evaluation and statistics. Information on unsuccessful applicants is maintained for a period of three calendar years at the headquarters of the division to which they applied. Information on successful applicants who are engaged in the RCMP, is placed in the members' personnel records (Bank RCMP-P-P10), service records (Bank RCMP-P-P20) and medical records (Bank RCMP-P-P60). In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 15,000/ADP = m/DATE = 84-04-01

R.C.M.P. Police Car Accidents/Claims By or Against the Force
RCMP-P70

This bank contains personal information on individuals who have been involved in RCMP transport accidents or assessments respecting damage or loss in relation to property, and other similar claims by or against the Force. This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. This information is used to determine liability for motor vehicle accidents and to process damage settlements; it is also used for the internal administration of the Force, research, planning, evaluation and statistics. Information in this bank is retained for a minimum of two calendar years. Records are destroyed in accordance with the General Records Disposal Schedule or an Operational Records Schedule approved by the Dominion Archivist. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP. In addition to the requirements indicated on the record access form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

ADP = m/DATE = 84-04-01

Canadian Police College

Courses Administered by the R.C.M.P.
RCMP-P80

This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP. This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. For members of the RCMP, assessments are also maintained on their personnel file (Bank RCMP-P-P10). This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses, support the renewal of an instructor's personal service contract and for research, planning, evaluation and statistics. Information in this bank is retained for a minimum of five calendar years. Records are destroyed in accordance with the General Records Disposal Schedule approved by the Dominion Archivist. In addition to the requirements indicated on the record access request form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Information in this bank may be maintained in hard copy files as well as automated form. Both manual and automated records will be searched and processed in response to access requests. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 70,000/ADP = h/DATE = 84-04-01

"A" Directorate

Complaints against the Force or a Member, Enquiries and General Assistance
RCMP-P90

This bank contains personal information on individuals who have been involved in complaints against the Force or its members, general enquiries by the public concerning the Force, and cases of general assistance to the public by the RCMP. This bank contains service and criminal investgation reports, occurrence reports, voluntary and ordered statements of members, statements of witnesses and complainants, and related correspondence to members and complainants. This information is used for the internal administration of the Force as well as for research, planning, evaluation, press releases and statistical purposes. Information in this bank is retained for a minimum of ten years. Records are destroyed in accordance with the General Records Disposal Schedule or an Operation Records Disposal Schedule approved by the Dominion Archivist. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP. In addition to the requirements indicated on the record access request forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

IND = 17,000/ADP = m/DATE = 84-04-01

Honours and Awards
RCMP-P100

This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority. This bank contains recommendations, supporting material and any assessments relating to the granting of an honour or award. This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. This information may also be used for research, planning, evaluation and statistics. Information in this bank is retained for a minimum of three calendar years. Records are destroyed in accordance with an Operational Records Schedule approved by the Dominion Archivist. This information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP. In addition to the requirements indicated on the record access request form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

IND = 1500/ADP = m/DATE = 84-04-01

"C" Directorate

R.C.M.P. Community Relations/Crime Prevention
RCMP-P110

This bank contains personal information on individuals involved in regional RCMP Community Relations/Crime Prevention Programs such as the RCMP Supernumerary Special Constable Program and Summer Youth Employment Program. Such programs are intended to prevent and control the incidence of crime and protect life and property. This bank contains any applications, written terms of involvement, and any other record used in accepting or rejecting an individual to participate in such a program. This information is used to determine the suitability of individuals to participate in RCMP Community Relations/Crime Prevention Programs. The information is also used for research, planning, evaluation and statistics. Information in this bank is retained for a minimum of one calendar year. Records are destroyed in accordance with the General Records Disposal Schedule and an Operation Record Disposal Schedule approved by the Dominion Archivist. Information in this bank is not generally carded or indexed to an individual. In addition to the requirements indicated on the record access form, individuals must provide sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.

ADP = m/DATE = 84-04-01

Criminal Intelligence Service Canada (C.I.S.C.)

Criminal Operational Intelligence Records

RCMP-P120

This bank contains personal information on individuals who have been involved in criminal intelligence investigations relating to such things as organized crime, terrorism, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records concerning the firearms tracing program as well as the administration, policy and management functions of human sources relating to Criminal Operations. This bank contains investigations and occurrence reports, statements and related documentation. The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes. Information in this bank is retained for a minimum of five calendar years. This information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP. Information in this bank may be maintained in hard copy files as well as in automated form. This bank has been designated as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

ADP = h/DATE = 84-04-01

"P" Directorate

Protection of Personnel and Government Property

RCMP-P140

This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence. This information is used by any governmental (federal, state/provincial or municipal) law enforcement, investigational or protective agency to organize and direct procedures for the protection of persons of national or international importance as well as government property in Canada; to administer or enforce the law and in the detection, prevention or suppression of crime. Information in this bank is retained for a minimum of five calendar years. This information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP. Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Center (CPIC). This bank has been designated as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

ADP = h/DATE = 84-04-01

"F" Directorate

Access Request Records

RCMP-P150

This bank contains personal information on individuals who have previously submitted access request forms concerning RCMP information banks. It contains previously submitted access request forms, the replies to such requests and information relating to their processing and is used for the processing of access requests to other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes. Information in this bank is retained for two calendar years. Records are destroyed in accordance with an Operational Records Disposal Schedule approved by the Dominion Archivist. In addition to the requirements indicated on the record access request form individuals must also provide their full name, date and place of birth to access this bank.

IND = 4,000/ADP = m/DATE = 84-04-01

"C" Directorate

Provincial Securities Agencies Applicants' Records

RCMP-P170

This bank contains personal information on individuals who have applied to provincial securities agencies for a license. Information in this bank contains application forms supplied by the provincial securities agencies on individuals or corporations who have applied for licensing in the following fields: securities, real estate, mortgage broker, insurance, franchise and commodities. Other related material may also be found in these records. This repository of information is used by the provincial securities agencies and the RCMP in carrying out their enforcement responsibilities relating to the investigation of securities fraud offences, as approved by Cabinet document number 612/66. Information in this bank is destroyed five calendar years after the date of the last correspondence or on the date of the death of the subject, whichever is sooner. Information in this bank may be maintained in hard copy files as well as automated form. Both manual and automated records will be searched and processed in response to access requests.

IND = 90,000/ADP = h/DATE = 84-04-01

"P" Directorate

Indices Checks — for the Protection of Persons of National and International Importance

RCMP-P180

This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. Information in this bank consists of biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation for a specific visit. In addition, this bank contains biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. This information is used by accredited domestic law enforcement agencies to support decisions as to whether media accreditation will be granted or if an individual is eligible to be in the close proximity of the dignitary. It is used to organize and direct security procedures for the protection of persons of national and international importance. Information in this bank is retained indefinitely (presently under review). In addition to the requirements on the record access request form, individuals must identify details pertaining to the V.I.P. visit such as, name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of their request. Records are stored regionally or centrally.

IND = 10,000/ADP = m/DATE = 84-04-01

Ministry of State for Science and Technology

Background

In 1971, the Ministry of State for Science and Technology (MOSST) was established by Order-in-Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology, and was presided over by a Minister of state and a secretary reporting to the Minister.

In July 1983, the Prime Minister appointed the Secretary as the Chief Science Advisor (CSA) to the government, with the responsibility for providing expert and dispassionate advice to Cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated that the ministry be re-organized in order to give the CSA direct access to Cabinet. The new organization permits MOSST to perform the central agency function of formulating policies and providing advice on science and technology to the federal government. Its mandate covers the science and technology activities of departments, and includes other activities such as those of industry and universities insofar as they interact with the federal government.

Access Procedures

Formal requests should be directed to:

Senior Departmental Advisor

Access to Information and Privacy Office
Department of Regional Expansion
235 Queen Street
Ottawa, Ontario.
K1A 0H5
Telephone: (613) 994-0464

Note: All records created prior to July 15, 1983, listed in the 1983 Edition, have been forwarded to the Public Archives of Canada.

Personal Information Banks

Corporate Services Branch

Access to Information and Privacy — Access Requests
MSST-P10

This bank contains information on access request forms sent by individuals requesting access to ministry material, the replies to such requests and information related to their processing. It is used for processing access requests in accordance with the *Access to Information Act*, and to report on the number of access requests received annually. Information is retained for two fiscal years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Access to Information and Privacy — Privacy Requests
MSST-P20

This bank contains the access request forms sent by individuals requesting access to information on themselves, the replies to such requests and information relating to their processing. It is used to process access requests in accordance with the *Privacy Act* and to report on the number of access requests received annually. Information is retained for two fiscal years.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Contracts
MSST-P30

This bank contains details of contracts entered into with consultants for certain required services, and includes in some instances, individual curriculum vitae, appointment and termination dates, amount of fees paid and other allowable expenses and payments. This information is retained for six fiscal years after completion and non-renewal of the contract.

ADP = m/DATE = 84-04-01
ID = Name/LOC = HQ

Classes of Personal Information

While conducting the programs and activities of the ministry, categories of personal information may be accumulated which are not included in the banks described in this entry. Such personal information includes mainly names, titles, addresses and opinions occurring in general correspondence or in the minutes of meetings.

This type of personal information is stored in the ministry's general subject files where records are not normally retrieved by name or other personal identifier. This information is only retrievable by identifying the appropriate subject file. The retention periods for this class of personal information are controlled by the record schedules of the general subject files in which they are stored.

Science Council of Canada

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy for this country. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978. After conducting appropriate studies and assessments, the Council makes recommendations on how Canada should develop its scientific and technological resources to make the best use of science and technology for public benefit. The Council consists of a chairman, a vice-chairman and up to 28 members who have a specialized interest in science or technology. Appointed by Governor-in-Council, these members constitute a Crown corporation operating with funds voted by Parliament. Aside from the chairman and vice-chairman, members serve without remuneration. The chairman is the chief executive officer.

Overall Responsibilities

The Council's responsibilities, broadly speaking, are to assess the scientific and technological resources, requirements and potentialities of Canada; to make appropriate recommendations to the Minister of State for Science and Technology; and to seek to increase public awareness of scientific and technological policy issues in Canada. Council has considerable discretion as to fulfilling these responsibilities.

Council collects personal information only from employees and uses this information for administrative purposes.

Access Procedures

Information on the Council's access and privacy procedures may be obtained from the Director of Finance, Personnel and Administration, who is the Access to Information and Privacy Co-ordinator. All written requests should be addressed to:

Access to Information and Privacy
Science Council of Canada
100 Metcalfe Street, 17th Floor
Ottawa, Ontario
K1P 5M1

Department of the Secretary of State

Overall Responsibilities

The Department of the Secretary of State was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom.

The diverse responsibilities of the Secretary of State encourage the development of a sense of belonging to a multicultural society within a bilingual frame. These responsibilities include the preservation of language and culture among the Native, French-speaking and English-speaking populations; the Translation Bureau; services to future Canadian citizens; Multiculturalism Canada; post-secondary education financing in co-operation with provincial and territorial administrations; support to voluntary organizations; organization of official ceremonies; promotion of tolerance; and, co-ordination of departmental response to *Obstacles*, the report on handicapped persons.

Access Procedures

Requests for Department of the Secretary of State records under the *Access of Information and Privacy Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5

Personal Information Banks

Administration and Central Services

Contractors Inventory
SS-P10

This data bank is used to provide information to departmental programs on the qualifications and experience of firms and individuals wishing to obtain contracts with the Department. Firms and individuals are required to complete an Application for the Contractors Inventory before a contract can be awarded. Information contained includes geographic location of the firms, and pertains to ownership, principals and associates, resources, professional competence, fields of professional expertise, experience and language capabilities. Some records may also include evaluations of the quality of work. The bank enables the Service Contracts Division to select contractors who specialize in the area appropriate to the work to be performed. Files are deleted from the databank one year after the firm or individual has failed to reapply for inclusion in the inventory.

IND = 200/ADP = h/DATE = 84-04-01
ID = Name/LOC = Ottawa

Competition Files
SS-P20

This bank exists to record and provide information relating to any competition which is open to persons outside the Public Service of Canada and is administered by the Public Service Commission for the Secretary of State Department. The data content includes job description, request to staff, job profile, candidate's application, statement of qualifications, notices to candidates, offers of employment, board reports, eligibility lists and competition papers. The bank is used to provide information relating to all competitions administered by the Public Service Commission so that the most meritorious candidate is selected. Records are retained for two years following the year in which the board was held. Individuals completing a Record Access Request Form are required to give the pertinent competition number.

IND = 650/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Access Request Data Bank
SS-P30

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Privacy Co-ordinator.

IND = 250/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Education Support

Canada Student Loans Claims Files (Individual)
SS-P40

The bank serves as a manual control file for borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the Canada Student Loans Act. Data content includes original loan documentation, correspondence, and information on the personal circumstances related to the default of the borrower. Information may be made available to collection agencies and to the Department of Justice to assist in the recovery of Crown debts. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. Files are retained for ten years after the file is no longer active.

IND = 111,666/ADP = m/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Canada Student Loans (Full-Time) Computer Loans Master File
SS-P50

Under the Canada Student Loans Act, the federal government guarantees repayment of and pays interest subsidies on loans made by chartered banks and other authorized lenders to qualifying full-time students at post-secondary institutions. Canada Student Loans are authorized by all provinces except Quebec which has chosen to operate its own program of loans. Data content includes name, social insurance number, date of birth, sex, and loan information. This information bank is used to monitor loan disbursements and repayments to enable interest subsidies to be paid. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. Input documents are retained for ten years and computer records are retained for 60 years from the date of entry to the data base.

IND = 1,047,570/ADP = c/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Canada Student Loan Computer Claim Master File
SS-P60

The bank serves as a control file for borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the *Canada Student Loans Act*. Data content includes social insurance number, name and detailed information concerning the default. The bank is used to monitor activity on a defaulted borrower's account. Information may be made available to collection agencies and to the Department of Justice to assist in the recovery of Crown debts. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. Computer records are retained for ten years after the account is no longer active.

DATE = 84-04-01

Canada Student Loans (Part-Time) Computer Loans Master File

SS-P61

Under the *Canada Student Loans Act*, the federal government guarantees repayment of loans made by chartered banks and other authorized lenders to qualifying part-time students. Part-time Canada Student Loans are authorized by all provinces except Quebec. Data content includes name, social insurance number, date of birth, sex and loan information. This information bank is used to monitor loan disbursements. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. Input documents are retained for ten years and computer records are retained for 60 years from the date of entry to the data base.

DATE = 84-04-01

Canada Student Loans Interest Relief Computer Data Base

SS-P62

Under the Canada Student Loans Program, students who are unable, because of unemployment or illness, to repay their Canada Student Loans without financial hardship may apply for up to 18 months interest subsidy which is paid by the federal government. Data includes name, social insurance number, date of birth, sex, family income and size, reasons for application and loan data. This information bank is used to assess eligibility for the Plan and to monitor the payments to lenders. Individuals seeking access to this information bank must provide name, social insurance number and date of birth. Input documents are retained for ten years and computer records are retained for 60 years from the date of entry to the data base.

IND = 111,166/ADP = c/DATE = 84-04-01
ID = Name,SIN/LOC = Ottawa

Citizenship Registration

Application and Assessment for Canadian Citizenship

SS-P70

This bank is maintained to provide information necessary to assess applications for the grant of or issue of proof of Canadian Citizenship and to maintain a record of persons to whom citizenship certificates have been issued. For the purposes of administering the Citizenship Act and Regulations, information may be shared with the RCMP, the Canada Employment and Immigration Commission, the Federal Court, and the External Affairs Department. Lists of names and addresses of new citizens are supplied to their respective federal Members of Parliament and to the Prime Minister for the purpose of sending congratulatory letters. Upon formal request, the name and date of citizenship acquisition and, in some instances, clarification of the basis on which the citizenship certificate was issued may be made available to foreign embassies and consulates. Upon formal request, genealogical information concerning Canadian citizens may also be supplied for legitimate research purposes. Records are retained indefinitely on microfilm. Historical records are available back to 1854, although they are not complete prior to 1918. Persons seeking access to Citizenship Registration Records must identify the individual by name and date and place of birth.

IND = 4,000,000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Translation Bureau

Scholarship Programme for Studies in Translation

SS-P80

This bank is used to store information relating to all translators receiving federal scholarships for studies in translation. It contains applications for employment, contracts, transcripts furnished by the scholarship holders, evaluations of their work terms and scholarship examinations. This information is used to produce financial and administrative records on the scholarship holders. Records are retained for ten years after the end of the contract.

IND = 890/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Classes of Personal Information

In the course of conducting the programs and activities of the Department of the Secretary of State, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Ministry of State for Social Development

Access Procedures

Requests under the *Privacy Act* should be addressed to:

Federal Archival Records Access
Archives Branch
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Classes of Personal Information

The following describes the Classes of Personal Information formerly held by the Ministry of State for Social Development.

In the course of conducting the program activities of the ministry, certain categories of personal information are collected which are not used for an administrative purpose affecting individuals. This form of information, which normally consists of opinions submitted by members of the public on various issues before cabinet, is not arranged by personal identifier. Such information is only retrievable if specifics are given concerning the date and subject or issue. The retention period for this form of information is in accordance with the retention and disposal schedules associated with the subject files in which they are stored.

Social Sciences and Humanities Research Council

Background

The Social Sciences and Humanities Research Council (SSHRC) is a grant-giving body whose funds are voted by Parliament. Its mandate, in the terms of Section 5 of the *Government Organization (Scientific Activities) Act, 1976*, is "to promote and assist research and scholarship in the social sciences and humanities; and advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration." The Council administers programs of fellowships for research training and support, grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities.

Access Procedures

Files on all applicants for Council grants for the last four years are kept at the SSHRC's office in Ottawa. The Council's policy on the retention/disposal of files is under review. Any enquiries on the following banks should be addressed to the Privacy Co-ordinator for the Council

The Secretary to the Council
Social Sciences and Humanities Research Council
255 Albert Street
Ottawa, Ontario
K1P 6G4

Personal Information Banks

Applicants' History Cards and Payment Notices
SSHRC-P10

Applicants' history cards for individuals and organizations are kept in all program divisions: fellowships, research grants, strategic grants, research communication and international relations. These cards, which are cumulative over the life of the program, are identified by the applicant's name and file number. The information for individual applicants includes data recorded in the OAHF bank (see SSHRC-P61), plus records of amounts requested and amounts awarded. Some program divisions and the Finance Division also keep copies of award notice forms, which contain the applicant's name, address, university, grant number, award payee, title of project, amount requested and amount awarded.

Fellowship Applications and Committee Records
SSHRC-P11

This bank contains records of individual applications for the following fellowships: special MA scholarships, the Queen's fellowships, doctoral fellowships, postdoctoral fellowships, leave fellowships and the Jules and Gabrielle Léger Fellowship. It includes applications, history cards, third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders. The information is used to assess the applicant's education and other requirements necessary to meet the criteria of the various programs and to evaluate the merits of the applicant for funding. Files are identified by the applicant's name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

IND = 21,428/ADP = h/DATE = 84-04-01

Research Grant Applications and Committee Records
SSHRC-P20

This bank contains records of applications by individuals and institutions for research grants, major research grants, negotiated grants and general research grants. It includes applications, history cards, project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. The information is used to assess the eligibility and experience of the researchers applying and the merit and scholarly significance of the proposed projects for funding. Files are identified by the applicant's name, and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

IND = 4,392/ADP = h/DATE = 84-04-01

Strategic Grants Applications and Committee Records
SSHRC-P30

This bank contains records of applications by individuals and institutions for grants under programs administered by the Strategic Grants Division. These programs are for: thematic research and research development on the themes of population aging; the family and the socialization of children; the human context of science and technology; women and work; and Managing the Organization in Canada. Funds are also granted for the development of management research, Canadian studies, research tools, support for specialized research collections, and aid to small universities. The bank includes applications, history cards, project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. The information is used to assess the eligibility and experience of the researchers applying, and the merit and scholarly significance of the proposed project for funding. Files are identified by the applicant's name, and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

IND = 1,290/ADP = m/DATE = 84-04-01

Research Communication Applications and Committee Records
SSHRC-P40

This bank contains records of applications for funding under the following programs: Aid to learned journals, conference grants and aid to associations. It includes applications, history cards, third-party and committee assessments and travel and administrative details for grant holders. The information is used to determine the eligibility, merit and scholarly significance of the proposed projects for funding. Files are identified by university or association name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

IND = 2,149/ADP = m/DATE = 84-04-01

International Relations Applications and Committee Records
SSHRC-P50

This bank contains records of applications by individuals and organizations for grants for international representation, conferences, collaborative research, visiting lecturers and scholarly exchanges. It includes applications, third-party and committee assessments, history cards, and travel and administrative details for grant holders. The information is used to determine the eligibility of the applicants and the merit and scholarly significance of their proposals for funding.

Files are identified by the applicant's name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

IND = 4,311/ADP = m/DATE = 84-04-01

Grant Application Records Management System (GARMS)
SSHRC-P60

This system monitors and controls applications from individuals for council grants and fellowships. The system includes three data banks: the On-Line Applicant History File (SSHRC-P61); the Adjudication Record, Fellowships Program (SSHRC-P62); and the Adjudication Record, Research Grants Program (SSHRC-P63).

DATE = 84-04-01

On-Line Applicant History File (OAHF)
SSHRC-P61

This data bank contains information on all individuals who apply for council grants and fellowships. Each applicant is identified by name and year of birth. The file also contains information on the applicant's academic background, occupation, sex, language of application (English or French) and citizenship (Canadian or permanent resident). The number assigned to each application made by an individual to the Council is included in the file, along with a code indicating the result of that application. This bank is used to identify applicants and constitutes a history of council support to individuals.

IND = 97,226/ADP = c/DATE = 84-04-01

Adjudication Record, Fellowships Program
SSHRC-P62

This data bank contains information on all individuals who apply for council fellowships in the current competition. Each applicant is identified by name and the file number assigned to the application. The bank also contains the applicant's date of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), the Council's decision on the application and the amount of the basic award.

IND = 5,030/ADP = c/DATE = 84-04-01

Adjudication Record, Research Grants Program
SSHRC-P63

This data bank contains information on all individuals who apply for Council research grants. The information about award holders is kept for three years after the date of last activity. Each applicant is identified by name and year of birth, academic qualifications, discipline and the file number assigned to the application. The file also contains the title of the research project, summary of the selection committee's comments on the project, and the amounts of money requested and awarded.

IND = 1,097/ADP = h/DATE = 84-04-01

Grant Financial System
SSHRC-P70

This system controls and monitors the Council's disbursements to, and accounts receivable with individual fellowship holders. The award holder is identified by the basic personal information and file number from the OAHF bank (see SSHRC-P61). The information also includes the award holder's social insurance number, bank account number and payment requisition for funds committed. The information is used for administrative and financial control and reporting. It is also the basis for the creation of "transaction" files on payments to award holders, and the issuing of T4 slips.

IND = 6,824/ADP = c/DATE = 84-04-01

Planning and Evaluation Applicant History File
SSHRC-P80

The Council's Planning and Evaluation division prepares statistical analyses and projections. For its studies and reporting of client participation in Council programs, the division uses on-line data and applicant history cards, kept by individual program divisions. It also maintains its own duplicate set of applicant history cards for the Research Grants and Strategic Grants programs, containing all information in the OAHF bank (see SSHRC-P61), plus records of amounts requested and amounts awarded.

IND = 10,000/ADP = m/DATE = 84-04-01

Committee and Advisory Academic Panel Files
SSHRC-P90

The Council's Secretariat maintains a file of suggested candidates for membership on Council committees and on the Advisory Academic Panel. Committee and panel members are proposed by universities and learned societies. The data bank is divided into two parts: a card file with the name, address, affiliation, discipline and area of academic specialization, classed by discipline and region; and a set of binders containing personal résumés obtained from nominees, filed in alphabetical order. This bank dates from 1978.

IND = 800/ADP = m/DATE = 84-04-01

Assessor Files
SSHRC-P100

Program officers in the Research Grants, Research Communication, Strategic Grants and International Relations Divisions keep card files of assessors who have evaluated projects for the Council. A number of sets of assessor files are stored on an experimental basis in a microcomputer. The information contained in these files includes the assessor's name and address and area of specialization as well as a record of the project(s) that each has evaluated. Assessors are chosen from reference books listing scholars and their area of expertise and from the recommendations of other scholars. Some 8,000 to 9,000 individual assessors may be consulted per year.

ADP = m/DATE = 84-04-01

Department of the Solicitor General

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General, responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

By 1973, evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a ministry, incorporating the offices of the Correctional Investigator, the Correctional Service of Canada, the National Parole Board, the Royal Canadian Mounted Police and the Secretariat. On July 16, 1984, the newly established Canadian Security Intelligence Service was also added to the Ministry.

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Immigration Act*, the *Official Secrets Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the *Criminal Code of Canada*. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under acts such as the *Criminal Identification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Correctional Investigator's mandate is to investigate complaints from, or on behalf of, incarcerated persons and report upon problems identified; in essence, to act as an ombudsman and endeavour to resolve complaints by administrative action.

The RCMP is responsible for the enforcement of federal statutes, provision of police services under provincial and municipal contracts, and national police services.

The Correctional Service of Canada is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling, personal development programs and supervises parolees.

The National Parole Board is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries, and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Canadian Security Intelligence Service is responsible for the internal security of Canada.

The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles, at the federal and federal-provincial levels, in four major areas: criminal justice, corrections, police and security.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board and the Canadian Security Intelligence Service are described in greater detail elsewhere in this Index with a complete listing of the personal information banks they hold. Requests for access to personal information specifically related to these agencies should be directed to the Privacy Coordinator of the particular agency.

The Secretariat, which reports to the Deputy Solicitor General, maintains operational and administrative records which are retained for a specified period of time.

Access Procedures

Requests for access to personal information held by the Secretariat should be addressed to:

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Personal Information Banks

Records Access Request Bank
SGC-P10

This bank is used to enable the administration of the *Access to Information Act* and *Privacy Act*, as well as Part IV of the *Human Rights Act*. The records contain requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and secondly, sequentially by the access requests numbers. The files are kept for a minimum of two years.

IND = 200/ADP = m/DATE = 84-04-01

Applications for Employment
SGC-P20

This bank contains information on individuals who have sent a written application for employment to the Ministry Secretariat, for reference when vacancies arise. The files contain letters, completed application forms, résumés, letters of reference and normally, letters from the Secretariat acknowledging receipt of applications. Records are organized alphabetically by the first initial of the family name and are kept for two years.

IND = 1000/ADP = m/DATE = 84-04-01

Parliamentary Enquiries
SGC-P30

This bank contains information on individuals who raise questions in Parliament requiring a response from the Solicitor General. Records contain question forms, response information, and the formal response to the questions. The records are organized by question number, name of individual raising the question and the topic of the questions. The records are retained for five years.

DATE = 84-04-01

Research Projects
SGC-P40

This bank contains information on individuals who have submitted a proposal to conduct research in the areas of the criminal justice system. Records contain proposals, including personal information regarding researchers, departmental assessments of the proposals and notification of acceptance or rejection of the research proposal. The records are organized by the title of the project proposal, the province, and the organization or individual making the proposal. The records are retained for two years in the case of rejected proposals and five years for accepted projects.

IND = 500/ADP = m/DATE = 84-04-01

Consultation Projects/Contracts
SGC-P50

This information bank consists of files on projects which are being funded, or considered for funding, by the Consultation Centre of the Programs Branch. The files contain work histories, some personal information on contractors, and opinions of contractors' projects. They are used to assess the projects supported by contracts. Files are retained for five years.

DATE = 84-04-01

Security Policy and Operational Records
SGC-P60

This bank was established in 1971 and contains personal information relating to the detection, prevention or suppression of subversive or hostile activities, including espionage or sabotage; foreign intelligence activities directed toward gathering information relating to Canada; activities directed toward accomplishing government change, within Canada or elsewhere, by force or violence or any criminal means; activities by a foreign power directed toward actual or potential attack or other hostile acts against Canada; activities of a foreign or domestic group directed toward the commission of terrorist acts in or against Canada; the use, or the encouragement of the use, of force, violence or any criminal means, or the creation or exploitation of civil disorder, for the purpose of accomplishing any of the activities referred to above. It also contains personal information relating to the administrative security policies and programs of the Government of Canada, including measures to ensure personnel security, information security, EDP security, communications security and technical security. This personal information is used to develop policy and provide advice to the Solicitor General in relation to ministerial direction of the RCMP Security Service in the execution of its mandate; the exercise of ministerial authority pursuant to the *Official Secrets Act;* and, the provisions of the *Immigration Act*, 1976, respecting recommendations for enforcement action against individuals known or suspected of being involved in subversive or hostile activities, including terrorism. It is also used by the cabinet, its committees, and federal departments and agencies in relation to the detection, prevention, and suppression of subversive or hostile activities; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to, threats to the security of Canada in peace or war. No disposal action has been taken on these records. The determination of retention periods is currently under review. This bank has been designated by Order-in-Council as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

DATE = 84-04-01

Police and Law Enforcement Records Relating to the Security and Safety of Persons or Property in Canada
SGC-P70

Established in 1971, this bank contains personal information relating to criminal intelligence investigations or cases involving offences against the *Criminal Code*, and/or against federal and provincial statutes, and includes such matters as organized crime and terrorism which have implications for the security of Canada; information relating to federal government activities and contingency plans designed to counter, or respond to, activities inimical to the security of Canada in peace or war; information relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; information provided by foreign or Canadian dignitaries for protective purposes. This information is used to develop policy and provide advice to the Solicitor General in relation to ministerial direction of the RCMP, in matters relating to national security; with respect to RCMP law enforcement action against individuals known or suspected of being involved in activities contrary to federal or provincial statutes, including terrorism; it assists cabinet, its committees, and federal departments and agencies in the formulation of contingency plans designed to counter, or respond to, activities inimical to the security of Canada in peace or war; and it assists in the protection of Canadian and foreign dignitaries, and government property. No disposal action has been taken on these records. The determination of retention periods is currently under review. This bank has been designated by Order-in-Council as an exempt bank pursuant to section 18(1) of the *Privacy Act*.

DATE = 84-04-01

Protection of Privacy
SGC-P80

As defined in Section 178.1 to 178.23 inclusive of the *Criminal Code*, this bank, established in 1974, contains personal information from police operational files, required to assist the Minister in fulfilling his responsibilities, as defined in Section 178.22 of the *Criminal Code of Canada*, for the submission of an annual report on communications interceptions to Parliament. This bank also contains names and addresses of individuals designated by the Solicitor General of Canada for the purposes of Section 178.12(1), 178.13(2.1) and 178.15(1) of the *Criminal Code*, regarding interception of private communications. The names of these agents are provided to police and legal officials. The names of agents who made application for Wiretap Authorizations under Section 178.12(1) and 178.15(1) are also contained in the annual report. No disposal action has been taken on these records. The determination of retention periods is currently under review. This bank has been designated by Order-in-Council as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

DATE = 84-04-01

Security Clearance Records
SGC-P90

This bank contains personal information on individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/ employment with federal government institutions and/or the private sector working under federal government contracts, whose cases have been referred to the Solicitor General or to the Security Advisory Committee for advice. This bank may contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied. The information is used to support analyses and advice given in respect of decisions taken, or to be taken in other departments or agencies of the federal government, on the suitability of an individual for a security clearance. No disposal action has been taken on these records. The determination of retention periods is currently under review.

DATE = 84-04-01

Police and Law Enforcement — RCMP Personnel and Administrative Records
SGC-P100

This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain such material as recommendations for promotion, discharge/demotion documentation, formal grievances and their resolution, documentation on disciplinary proceedings and actions, termination of service material, and payments from the Supplementary Survivor Income Benefit Plan; and on individuals who have been involved in complaints against the Force or its members. The files contain reports, memoranda and correspondence; and on individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the Force. The files contain investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. This information is used to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the RCMP; and to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. No disposal action has been taken on these records. The determination of retention periods is currently under review.

DATE = 84-04-01

Police and Law Enforcement — RCMP Operational Records
SGC-P110

This bank contains personal information on individuals who have been involved in investigations under federal statutes, including the *Criminal Code*, provincial statutes, municipal by-laws and territorial ordinances. As well, personal information is contained on investigations including organized crime, terrorism, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. The files contain reports, memoranda and correspondence. This information is used to provide policy support and advice to the Minister in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. No disposal action has been taken on these records. The determination of retention periods is currently under review. This bank has been designated by Order-in-Council as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

DATE = 84-04-01

Commissions of Inquiry
SGC-P120

This bank includes copies of records contained in the RCMP Security Service bank, entitled Security Service Records. It contains personal information on individuals who may be engaged in, or may be planning to engage in, espionage or sabotage; foreign intelligence activities directed toward gathering intelligence information relating to Canada; activities directed toward accomplishing governmental change within Canada or elsewhere by force or violence or any criminal means, activities by a foreign power directed toward actual or potential attack, or other hostile acts against Canada; activities of a foreign or domestic group directed toward the commission of terrorist acts in or against Canada; the use or the encouragement of the use of force, violence or any criminal means, or the creation or exploitation of civil disorder for the purpose of accomplishing any of the activities referred to above. This information is used to provide legal and policy advice to the government respecting matters pertaining to Commissions of Inquiry having to do with the RCMP. No disposal action has been taken on these records. The determination of retention periods is currently under review. This bank has been designated by Order-in-Council as an exempt bank pursuant to Section 18(1) of the *Privacy Act*.

ADP = m/DATE = 84-04-01

Applications for Employment
SGC-P130

This personal information bank, created in 1981, contains unsolicited applications for future employment with the new Security Intelligence Organization. This information, organized by individual's name, will be used as a source of staffing information in the event of vacant positions. The applications are located in Ottawa and will be kept for a minimum of one year. All the files in this bank have been transferred to the new Canadian Security Intelligence Service.

IND = 700/ADP = m/DATE = 84-04-01

Classes of Personal Information

Secretariat Records Office

In the course of conducting the programs and activities of the Ministry Secretariat, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 45,000 files located in Ottawa and five other cities across Canada. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose affecting individuals by the Ministry Secretariat. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Police and Security

In the course of conducting the programs and activities of the Police and Security Branch, personal information may be accumulated which is not contained in any specific personal information bank described in this entry. This information is not intended to be used for any administrative purpose affecting individuals. Such personal information may include names, addresses, and titles of positions which are contained in the general subject files where the records are not normally retrieved by personal identifiers. The personal information is normally retrieved only if specific subjects, events, dates or projects are provided.

Access Procedures

Please address any enquiries to:

Privacy Co-ordinator

Chief of Personnel Services
Standards Council of Canada
Suite 1205
350 Sparks Street
Ottawa, Ontario
K1R 7S8

Statistics Canada

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the *Statistics Act* which prohibits the disclosure of identifiable information to anyone but the individual concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the Censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Revenue Canada (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires. Statistics Canada also accesses administrative files of other federal government departments relating to unemployment insurance and divorces.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample of the universe. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Access Procedures

Section 12 of the *Privacy Act* gives every person the right to obtain information about him/herself contained in a personal information bank or other personal information about him/herself under the control of a government institution. Because some of the information Statistics Canada has was obtained through data-sharing agreements, such information cannot in many cases be disclosed to anyone unless express authorization is obtained from the data source. Consequently, Statistics Canada will redirect a request to the data source which, in many cases, will be more expedient in terms of time and cost savings, since that source has collected the information for administrative purposes and can more readily retrieve the information than Statistics Canada can.

Individuals seeking personal information about themselves contained in personal information banks or in classes of personal information should address their enquiries to:

Office of the Privacy Coordinator
26th Floor, Station "P"
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario.
K1A 0T6

Personal Information Banks

Census and Demographic Statistics Branch — Census Operations

Census of Population — Microfilmed Records

SC-P10

The Census of Population is a national inventory of Canada's key socio-economic phenomena. It is the only means by which many socio-economic statistics are reliably produced for small areas. It is conducted at prescribed intervals by statutory requirement. This data base contains information obtained from the Censuses of population taken since 1891. The records are identified by name and contain information on the social and economic characteristics of every person in the country. The records in this bank, which are organized on a geographical basis, are microfilmed copies of the original questionnaire dating back to 1891. The current policy is to retain these records for 100 years. To retrieve a record from this data bank, the precise address at the time of the Census is required. Please note that only the individual named in the record can have access to the information it contains, or the legal representative of a minor, incompetent or deceased person, but only to settle the affairs of the estate of that person.

DATE = 84-04-01

The 1940 National Registration Records

SC-P20

This data base contains information which results from a compulsory registration of all persons 16 years of age or older in the period 1940-46. This information was originally obtained under the authority of the *National Resource Mobilisation Act*, 1940, and the *War Measures Act*. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics. The records are retrievable by name and provide social and economic information on individuals as well as information on their skills. The current policy is to retain these records for 100 years. A program has been established called the Census Pension Searches to provide proof of age, place of residence, family relationships or length of residence in Canada from historic Census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued.

Labour and Household Surveys Branch

Labour Force Survey

SC-P60

This data base contains information obtained from a monthly survey, conducted on a sample basis, of approximately 56,000 households. The records are identified by name and carry information on the composition, activities and characteristics of individuals who constitute the Canadian labour force. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, tenure. For those without work, information is available on work history, job search activities, type of work sought. Data is also available on the family of the respondent and his educational pursuits. The main purpose of the bank is to produce the unemployment figures. The data also enables a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population aged 15-plus in general. The records are retained for 50 years. To retrieve a record from this data bank, the requestor must provide the month(s) and year he/she was surveyed and the precise address at the time of the survey.

DATE = 84-04-01

Methodology Branch

Unemployment Insurance Monthly Beneficiary Data Base
SC-P70

This data base contains information on every person who qualified for at least one dollar of benefits in the third week of the month. The number of records per month varies between 500,000 and one million over the course of a year. Persons who collect special benefits such as sickness and maternity benefits are included in the data base. The contents include the social insurance number, demographic information and information on occupation. The records are retained for 20 years. This data base is used to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal institutions for small area social statistics and as an alternative or complement to direct data collection through Censuses or surveys. The data are classified on a geographical basis.

DATE = 84-04-01

Personal Income Tax Data Base
SC-P80

This is an annual data base of all persons who file income tax returns for each tax (calendar) year. The information is obtained from Revenue Canada. Coverage is about 80% of the Canadian population 16 years of age and over. It is lower for the young, the elderly and females and is close to 93% for males in the prime working ages (20-64). The contents of the file include the following: social insurance number, demographic information and information on income. This data base is used to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal institutions for small area social statistics and as an alternative or complement to direct data collection through Censuses or surveys. The information in this data bank is classified on a geographical basis. The records are retained for 20 years.

DATE = 84-04-01

General Economics Statistics Branch

Agriculture Data Base
SC-P90

This data base contains information obtained from the Census of agriculture which is a statutory requirement, and farm surveys. The records carry information on the socio-economic characteristics of farm operators and information relating to crops, livestock and poultry, and machinery. It also contains information on farm operating expenses and agriculture receipts. This data base provides a basic inventory of Canadian agriculture, provides input to the System of National Accounts and provides information for production, marketing and policy decisions. The current policy is to retain the records for 100 years.

DATE = 84-04-01

Institutions and Social Statistics Branch

Health

Health statistics are used to describe the state of health of the Canadian people, the occurrence of illnesses, the distribution cost and availability of health care and treatment. The vital statistics (births, deaths, marriages) are the prime components used in intercensal population estimates.

Integrated Vital Statistics Data Base
SC-P140

This data base has integrated information obtained from the universal systems of registration of births, marriages, deaths and stillbirths. These are originally recorded and accumulated by registrars of vital statistics in each province and territory.

The information on births relates to place of birth, particulars on parents (name, birthdate, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relate to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birthplace, birthdate, ethnic group). The marriage component of the data base contains information on the bride and bridegroom (name, marital status, birthdate, mother tongue), particulars of parents (name, birthdate, birthplace) and on the date and place of marriage. Information on deaths relates to name of deceased; date, place and cause of death. The files are retained for 100 years. Because the information has been obtained through formal arrangements with the provinces, information cannot be disclosed without the authorization of the appropriate provincial agency.

DATE = 84-04-01

Divorce Statistics Data Base
SC-P150

This data base contains information on those spouses for whom a decree absolute has been issued. The records are identified by name and carry information on the place of residence, place of birth, date of birth, particulars on the marriages of both spouses, the alleged grounds for divorce and award of custody of dependent children. These records are obtained from the Central Divorce Registry of the Department of Justice. The files are retained for 100 years.

DATE = 84-04-01

Dental Hygienists Data Base
SC-P160

This data base contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include age, sex, marital status, highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. They are retained for 25 years.

DATE = 84-04-01

Registered Nurses Data Base
SC-P170

This data base contains socio-economic and demographic data obtained from provincial nurses associations on registered nurses licensed to practice in Canada. Variables include age, sex, marital status, social insurance number, basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number. They are retained for 25 years.

DATE = 84-04-01

Hospital Morbidity
SC-P180

This data base contains information obtained from public general hospitals in Canada on patients that they have discharged. The files are identified by a number assigned by the hospital and contain medico-demographic information of the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient. There are no names on this data bank. The files are identified by a patient number to which Statistics Canada does not have the key. The files are retained for 100 years.

DATE = 84-04-01

Canadian Renal Failure Register
SC-P190

The information in this data base is provided by reports from hospital dialysis and transplantation centres, about all new patients starting treatment for chronic renal failure. Basic information includes the name of patient, socio-demographic characteristics of the patient, diagnostic and treatment information. The files are retained for 100 years.

DATE = 84-04-01

National Cancer Incidence Reporting System
SC-P200

The information in this data base is provided by the ten provincial cancer registries and health authorities responsible for cancer registration in the Yukon and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information. The files are scheduled to be retained for 100 years.

DATE = 84-04-01

Tuberculosis Data Base
SC-P210

The information in this data base is provided by provincial tuberculosis registries. The information relates to new or reactivated cases of tuberculosis and includes the name of the person, socio-demographic characteristics of the patient, diagnostic information and treatment history. The files are scheduled to be retained for 100 years.

DATE = 84-04-01

Canada Health Survey
SC-P215

This data base contains information which results from a survey of the health status of the Canadian population conducted during 1978 and 1979 by Health and Welfare Canada and Statistics Canada. Data content includes name and address of the respondent, demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses. The files are used to respond to ad hoc requests from users within the health research community as well as to support specific research studies. They are scheduled to be retained for 25 years.

DATE = 84-04-01

Education, Science and Culture

The personal information banks in this program are concerned with the staff and students in educational institutions. The information from these banks are used to plan education at all levels, to monitor developments and to conduct studies in problem areas of education.

Elementary-Secondary Teacher Data Base
SC-P220

This data base is a Census of all educational staff employed full or part-time in public elementary-secondary schools for all provinces, except Quebec. The records inculude the name, salary, qualifications, experience and teaching assignment of the individual. The files are scheduled to be retained for 55 years.

DATE = 84-04-01

Post-Secondary Teacher Data Base
SC-P230

This data base is a Census of all educational staff employed full-time in universities and other post-secondary institutions for all provinces. Variables include salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes, as well as the name of the institution and the year(s) the individual has taught at that institution. The files are scheduled to be retained for 55 years.

DATE = 84-04-01

University Student Data Bank
SC-P240

This bank contains information on all full-time and part-time students enrolled in a Canadian university. Variables include demographic data, and information relating to the individual's activities as a student, such as degree sought, discipline or specialization, etc. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes as well as the name of the institution and the year(s) the individual has studied at that institution. The files are scheduled to be retained for 55 years.

DATE = 84-04-01

Administration

Personal Service Contract Bank
SC-P290

The purpose of this data base is to maintain a record of personal service contracts awarded. It contains the contracts, records of payments and related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. Unless renewed, contract files are kept for six years after completion of service. There are no non-derivative uses of this bank.

DATE = 84-04-01

Inventory of Requests made under the Access to Information and Privacy Acts
SC-300

The purpose of this bank is to maintain a record of all requests received under the *Access to Information Act* and *Privacy Act*. The bank contains case files which include the request forms or letters sent by individuals requesting formal access to their files or other files controlled by Statistics Canada, the replies to such requests and information relating to their processing. The information contained is used for processing requests only, and to prepare reports to Treasury Board and to Parliament on the number of requests received. Files will be kept for two years. The personal information is recorded manually and is also maintained on an automated data base.

DATE = 84-04-01

Classes of Personal Information

Business Statistics

The business data base contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts.

As some of the businesses surveyed are unincorporated, there is personal information in this data base relating to owners of unincorporated businesses who can be identified by a social insurance number. The following components of the business data bank may contain personal information in respect of unincorporated businesses:

- **Manufacturing and Primary Industries:** This component contains cost structure information, material input and commodity output data for manufacturing and logging industries and for the forestry, mining, energy, resource and manufacturing sectors.
- **Transportation:** These files contain financial, operational and traffic information relating to air carriers, passenger buses, and for-hire and private trucking.
- **Construction:** These files contain organizational, operational, financial, labour and capital expenditure information for general and trade contractors.
- **Labour:** The files contain information on the employment of labour by small businesses. They also contain information on personal characteristics of the population benefiting from unemployment insurance, and on individuals starting and terminating benefit periods.
- **Merchandising and Services:** The file contains information on the activities of retail businesses, the wholesale trade and the service industry businesses. The information relates to the sales, inventories and operating data for retail and wholesale businesses; financial, descriptive and other operating data of service industry businesses.

Routine Correspondence and Other Subject Files

In the course of conducting the programs and activities of Statistics Canada, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Office of the Co-ordinator, Status of Women

Background

In 1971, the position of Co-ordinator, Status of Women was set up within the Privy Council Office. In 1976, the office became a department of the federal government by Order-in-Council.

Status of Women Canada is a small department whose primary functions are to advise the Minister in carrying out his or her responsibilities; to monitor policy and program development in the federal government for its impact on women; and to liaise with provincial governments, non-government organizations and international organizations, in order to maintain an awareness of their activities.

Access Procedures

All enquiries related to access to personal information under the *Privacy Act* should be directed to:

Chief of Administration
Status of Women Canada
151 Sparks Street, 10th Floor,
Ottawa, Ontario
K1A 1C3

Personal Information Banks

Talent Bank
SW-P10

This bank has been established informally to respond to ministerial requests for names of women qualified to be appointed to government boards, commissions, task forces, etc. The Parliamentary Relations Unit of Status of Women has the responsibility of acquiring appropriate names and personal data for this bank. These names and curucula vitae, less than 100 in number, are acquired from the participants, from recommendations of women's organizations, and from interested individuals. The information is classified by experience and/or educational background. Information acquired is used by the Minister to forward to colleagues when appointments are pending or being discussed. Information is retained for three to five years.

IND = 100/ADP = m/DATE = 84-04-01

Classes of Personal Information

In the course of conducting the activities of Status of Women Canada, categories of personal information may be accumulated which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. Such personal information may have been accumulated in the process of handling such complaints and enquiries as are made to the Minister and the department. Due to the special nature of the department's activities, these personal complaints and enquiries are usually forwarded to the appropriate department for individual assistance. The department handles policy and program issues, but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of complainant. All issues dealing with federal government legislation, policies and programs as they impact on women are included.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

The St. Lawrence Seaway Authority

Background

The St. Lawrence Seaway Authority was established in 1954 by an Act of Parliament, the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

Overall responsibilities

The Authority was incorporated for the purpose of

- acquiring lands for and constructing, maintaining and operating all such works as may be necessary to provide and maintain, in Canada or in conjunction with works undertaken by an appropriate authority in the United States, a deep waterway between the Port of Montreal and Lake Erie;
- constructing, maintaining, and operating all such works in connection with such a deep waterway as the Governor in Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquiring lands for, and constructing, maintaining and operating, alone, or jointly, or in conjunction with an appropriate authority in the United States, bridges connecting Canada with the United States as authorized by the incorporating Act, and in connection therewith, or as incidental thereto, acquiring with the approval of the Governor in Council, shares or property of any bridge company, and operating and managing bridges; and
- acquiring lands for, and constructing or otherwise acquiring, maintaining and operating such works or other property as the Governor in Council may deem to be necessarily incidental to works undertaken pursuant to the incorporating Act.

In support of the basic objective of the Canadian Marine Transportation Administration, to provide safe and efficient facilities and services for waterborne commerce and marine operations, the objectives of the St. Lawrence Seaway Authority are

- to provide, operate, and maintain an efficient deep waterway, assuring through navigation to the head of the lakes;
- to recover the costs to the Authority of operating the deep waterway;
- to develop and enforce regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations and protection of the environment;
- to assess on a continuous basis the need for improvements to the Seaway.

The incorporating Act confers powers upon the Authority commensurate with these purposes, including the power to borrow money and to produce revenue by levying tolls for the use of the deep waterway.

The Authority has operating responsibility for 13 locks in two canal sections, and operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections.

The Montreal-Lake Ontario section includes seven locks and raises marine traffic a total of 68 meters. Five of the locks are located in Canada while two are in the United States. The latter are operated and maintained by the United States Saint Lawrence Seaway Development Corporation. The Welland Canal section includes eight locks between Lake Ontario and Lake Erie, three of which are twinned, and raises marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system.

The three members of the Authority as well as its legal services, corporate planning, and planning and development, are located in Ottawa. Central services, located in Cornwall, Ontario, include operations and maintenance, personnel and administration, as well as finance. The headquarters of the eastern section, which extends from Montreal to Lake Ontario, is in St. Lambert, Quebec. The Engineering Services Branch is also located there. The Western Section, which operates the Canadian-owned Welland Canal, is at St. Catharines, Ontario.

Access Procedures

Enquiries and requests for access to personal information should be addressed to:

Privacy Co-ordinator
The St. Lawrence Seaway Authority
Place de Ville
320 Queen Street
Ottawa, Ontario
K1R 5A3

Cheques should be made payable to the respective Authority as applicable.

Personal Information Banks

Claim, Accident Files
SLSA-P10

The purpose of this bank is to maintain information relating to claims by or against the Authority, debts due or owed by the Authority for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals, marine crew injuries and fatalities. This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims, or the names of persons involved in accidents. This bank is maintained on a regional basis. The information is used for reference purposes. Access to this bank will require name, address and description of the reason for the claim or the accident.

IND = 444/DATE = 84-04-01

Accounts Payable Files
SLSA-P20

The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Authority or for the payment of travel advances and the reimbursement of travel expenses to Authority employees. Files contain the names and address of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Computerized information exists to record various expenses, and such pertinent information as payment date, cheque number and date, name of supplier, submitted by suppliers or employees. The retention period for original accounts payable vouchers together with supporting documentation is seven years. Access to this bank will require name, address, and date of account.

IND = 6000/DATE = 84-04-01

Accounts Receivable Files
SLSA-P30

The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Authority. Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Computerized information exists to summarize the amount owing and prepare billings. The retention period is six years. Access to this bank will require name and address.

IND = 3098/DATE = 84-04-01

Suppliers Files
SLSA-P40

The purpose of this bank is to maintain records on suppliers of services or products. The bank contains letters of solicitation, names, addresses of firms or individuals and information or literature describing the services or products available from the supplier. The bank is used to select suppliers and is maintained in manual and computerized formats. The retention period for suppliers' files is five years. Access to this bank will require name and address.

IND = 4500/DATE = 84-04-01

Procurement Contract Files
SLSA-P50

The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period for procurement contracts is ten years. However, it should be noted that a consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. Access to this bank will require name, address, contract number and description of the contract.

IND = 282/DATE = 84-04-01

Construction Contract Files
SLSA-P60

The purpose of this bank is to maintain information on the call and award of contracts for construction projects. Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period for construction contracts is ten years. However, it should be noted that a consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. Access to this bank will require name, address, contract number and description of the contract.

IND = 1850/DATE = 84-04-01

Purchase Orders and Tender Files
SLSA-P70

The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. Files may contain a requisition for the item, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. These files may be used as research for future purchase requirements. The retention period for purchase tenders and orders is five years. Access to this bank will require name, address and purchase order number.

IND = 5000/DATE = 84-04-01

Professional Service Contract Files
SLSA-P80

The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period for professional service contracts is ten years. However, it should be noted that a consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. Access to this bank will require name, address, contract number and description of the contract.

IND = 375/DATE = 84-04-01

Service Contract Files
SLSA-P90

The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as janitorial, security, grass cutting, reproduction, laboratory testing, snow removal, courier services and power supply services. Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority. These files may be used as research for future contract work. Files are maintained on a regional basis. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. The retention period for service contracts is five years. Access to this bank will require name, address, contract number and description of the contract.

IND = 367/DATE = 84-04-01

Letters Patent Files
SLSA-P100

The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms. This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the purchaser appearing on the file cover. The information is used for reference purposes. Files are retained indefinitely. Access to this bank will require name, address and document number.

IND = 275/DATE = 84-04-01

Deed Files

SLSA-P110

The purpose of this bank is to maintain information on the acquisition of land, together with any building that might be located thereon, by the Authority through expropriation or purchase. This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. This bank is maintained on a regional basis, the filing sequence being by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Files are retained indefinitely. Access to this bank will require name, address and document number.

IND = 1690/DATE = 84-04-01

Lease, Licence Files

SLSA-P120

The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities, water power or water supply, to or from the Authority. This bank contains information relating to the property or services to be leased or licensed, request for lease or license, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of lessee or licensee appearing on the file cover. The information contained in this bank is used for reference purposes. Files are retained for 20 years after cancellation of the privilege. Access to this bank will require name, address and document number.

IND = 2092/DATE = 84-04-01

Easement Files

SLSA-P130

The purpose of this bank is to maintain information on the granting of easements to or from the Authority for such privileges as drainage purposes; powerline, pipeline and communication line crossing purposes. This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the firm or individual appearing on the file cover. The information contained in this bank is used for reference purposes. Files are retained for three years after expiry of the privilege involved. Access to this bank will require name, address and document number.

IND = 42/DATE = 84-04-01

Classes of Personal Information

Purchasing Section

In the course of conducting the programs and activities of the Purchasing Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files, containing information on the disposal of surplus materiel and equipment including the declaring of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This class is maintained on a regional basis.

This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets.

The retention period for surplus assets files is one year after disposal of items valued at under $1,000 and two years after disposal for items valued at over $1,000.

Headquarters and Regional Operations

In the course of conducting the programs and activities of the headquarters and regional operations sections, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes reports completed by ships' captains or pilots as required and reports by Authority employees making reference to ships' captains or pilots. Such reports are included on ship history files containing accident, incident, violation, inspection and delay reports on specific ships, stored as part of the general files where records are not normally retrieved by name of individual or other personal identifier. The files are used for reference purposes and the personal information contained therein could be used to assess liability. This form of personal information is normally retrievable only if specifics are provided concerning the name of the ship and date of occurrence of the event.

The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

The Seaway International Bridge Corporation, Ltd.

Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by Letter Patent under the *Canada Companies Act* on November 13, 1962, and received its Certificate of Continuance under the new *Canada Business Corporations Act* on February 20, 1980. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

The company, whose head office is located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — The St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

Access Procedures

Enquiries and requests for access to personal information sould be addressed to:

Privacy Coordinator
The Seaway International Bridge Corporation, Ltd.
C/O The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3

Personal Information Banks

Claim, Accident Files
SIBC-P10

The purpose of this bank is to maintain information relating to claims by or against the corporation, debts due to or owed by the corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals, marine crew injuries and fatalities. This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. The information is used for reference purposes. Access to this bank will require name, address and description of the reason for the claim or the accident.

DATE = 84-04-01

Accounts Payable Files
SIBC-P20

The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the corporation, or for the payment of travel advances and the reimbursement of travel expenses to corporation employees. Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers together with supporting documentation is seven years. Access to this bank will require name, address and date of account.

IND = 150/DATE = 84-04-01

Accounts Receivable Files
SIBC-P30

The purpose of this bank is to maintain information on the recovery or payment of monies owing to the corporation. Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is six years. Access to the bank will require name and address.

IND = 50/DATE = 84-04-01

Procurement Contract Files
SIBC-P40

The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period for procurement contracts is ten years. However, it should be noted that a consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. Access to this bank will require name, address, contract number and description of the contract.

IND = 3/DATE = 84-04-01

Construction Contract Files
SIBC-P50

The purpose of this bank is to maintain information on the call and award of contracts for construction projects. Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period for construction contracts is ten years. However, it should be noted that a consolidated file of certain essential engineering information for each contract is retained indefinitely for future contract work. Access to this bank will require name, address, contract number and description of the contract.

IND = 16/DATE = 84-04-01

Purchase Orders and Tender Files
SIBC-P60

The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. Files may contain a requisition for the item, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. These files may be used as research for future purchase requirements. The retention period for purchase tenders and orders is five years. Access to this bank will require name, address and purchase order number.

IND = 150/DATE = 84-04-01

Professional Service Contract Files
SIBC-P70

The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period for professional service contracts is ten years. However, it should be noted that a consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. Access to this bank will require name, address, contract number and description of the contract.

IND = 9/DATE = 84-04-01

Deed Files
SIBC-P80

The purpose of this bank is to maintain information on the corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon. This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Files are retained indefinitely. Access to this bank will require name, address and document number.

IND = 85/DATE = 84-04-01

Lease, Licence Files
SIBC-P90

The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommmodation, parking facilities to or from the corporation. This bank contains information relating to the property or services to be leased or licensed, request for lease or license, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. The information contained in this bank is used for reference purposes. Files are retained for 20 years after cancellation of the privilege. Access to this bank will require name, address and document number.

IND = 13/DATE = 84-04-01

Easement Files
SIBC-P100

The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes; powerline, pipeline and communication line crossing purposes. This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. The information contained in this bank is used for reference purposes. Files are retained for three years after expiry of the privilege involved. Access to this bank will require name, address and document number.

IND = 2/DATE = 84-04-01

Bridge Passes
SIBC-P110

The purpose of this bank is to maintain a record of the names of individuals, to whom a bridge pass has been issued and pass usage. This bank is computerized. The retention period for this bank is indefinite. Access to this bank will require name.

IND = 3638/DATE = 84-04-01

The Jacques Cartier and Champlain Bridges Incorporated

Background

The Jacques Cartier and Champlain Bridges Incorporated was created for the purpose of managing, controlling, operating and maintaining the Jacques Cartier and Champlain bridges, including a portion of the Bonaventure Autoroute in Montreal (Quebec).

The Jacques Cartier and Champlain Bridges Incorporated received its Certificate of Incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montreal area was transferred to this corporation from the National Harbours Board (Ports Canada) by virtue of Order in Council P.C. 1978-3139 dated October 12, 1978, as amended, effective December 1, 1978. The corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Quebec.

The corporation was established to provide the public with a safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute; and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the corporation are:

- to continue the implementation of a program to maintain the bridges and autoroute at an acceptable standard;
- to ensure operational safety and efficient flow of traffic;
- to assess the need for improvements to the system and plan for their implementation;
- to develop a long-term financial plan and recommend to Cabinet a toll structure which will enable The Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;
- to rationalize the capital structure of the corporation by seeking the deletion of its $111 million debt to the Crown; and
- to examine its personnel requirements on a continuing basis to assure the optimum utilization of human resources.

Access Procedures

Enquiries and requests for access to personal information should be addressed to

Privacy Co-ordinator
The Jacques Cartier and Champlain Bridges Incorporated
C/O The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3

Personal Information Banks

Claim, Accident Files
JCCBI-P10

The purpose of this bank is to maintain information relating claims by or against the corporation, debts due to or owed by the corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. The information is used for reference purposes. Access to this bank will require name, address and description of the reason for the claim or the accident.

IND = 849/DATE = 84-04-01

Accounts Payable Files
JCCBI-P20

The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the corporation or for the payment of travel advances and the reimbursement of travel expenses to corporation employees. Files contain the names and address of firms, individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require name, address and date of account.

IND = 3221/DATE = 84-04-01

Accounts Receivable Files
JCCBI-O30

The purpose of this bank is to maintain information on the recovery or payment of monies owing to the corporation. Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is six years. Access to this bank will require name and address.

IND = 44/DATE = 84-04-01

Suppliers Files
JCCBI-P40

The purpose of this bank is to maintain records on suppliers of services or products. The bank contains letters of solicitation, names, addresses of firms or individuals and information or literature describing the services or products available from the supplier. The bank is used to select suppliers. The retention period for suppliers' files is five years. Access to this bank will require name and address.

IND = 583/DATE = 84-04-01

Purchase Orders and Tender Files
JCCBI-P50

The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. Files may contain a requisition for the item, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. These files may be used as research for future purchase requirements. The retention period for purchase tenders and orders is five years. Access to this bank will require name, address and purchase order number.

IND = 1000/DATE = 84-04-01

Construcion, Maintenance and Repair Contract Files
JCCBI-P60

The purpose of this bank is to maintain information on the call and award of contracts for construction projects. Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period is ten years. Access to this bank will require name, address, contract number and description of the contract.

IND = 172/DATE = 84-04-01

Professional Service Contract Files
JCCBI-P70

The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. These files may be used for research purposes for future contract work. The retention period is ten years. Access to this bank will require name, address, contract number and description of the contract.

IND = 62/DATE = 84-04-01

Service Contract Files
JCCBI-P80

The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as janitorial, security, grass cutting, reproduction, laboratory testing, snow removal, courier and power supply services. Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract. These files may be used as research for future contract work. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. The retention period is ten years. Access to this bank will require name, address, contract number and description of the contract.

IND = 48/DATE = 84-04-01

Deed Files
JCCBI-P90

The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any building that might be located thereon. This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. This bank is maintained on a regional basis, the filing sequence being by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Files are retained indefinitely. Access to this bank will require name, address and document number.

IND = 7/DATE = 84-04-01

Easement Files

JCCBI-P100

The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes; powerline, pipeline and communication line crossing purposes. This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. The information contained in this bank is used for reference purposes. Files are retained for three years after expiry of the privilege involved. Access to this bank will require name, address and document number.

IND = 42/DATE = 84-04-01

Lease, Licence Files

JCCBI-P110

The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the corporation. This bank contains information relating to the property or services to be leased or licensed, request for lease or license, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. The information contained in this bank is used for reference purposes. Files are retained for 20 years after cancellation of the privilege. Access to this bank will require name, address and document number.

IND = 56/DATE = 84-04-01

Letters Patent Files

JCCBI-P120

The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms. This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. The filing sequence is by document number with the name of the purchaser appearing on the file cover. The information is used for reference purposes. Files are retained indefinitely. Access to this bank will require name, address and document number.

IND = 8/DATE = 84-04-01

Department of Supply and Services (Supply Administration)

Overall Responsibilities

The Department of Supply and Services is the supply and accounting arm of the government. The Supply Administration, as a common service agency, acquires and provides goods and services in support of the operational programs of other federal government departments and agencies. Its activities include requirements definition, the acquisition of goods and services of a scientific, engineering and commercial nature, maintenance and repair, printing and publishing, traffic management, advertising management, security services, exposition, warehousing and distribution, assets management and disposal services.

Access Procedures

Enquiries concerning Supply Administration banks should be addressed to:

Privacy Co-ordinator
Supply Administration
Supply and Services Canada
Place du Portage, Phase III, 5B1
11 Laurier Street
Hull, Quebec
K1A 1H2
Telephone: (819) 994-5077

Personal Information Banks

Supply Information and Data Management Branch

Vendor Sourcing Records
SSC-P10

This bank consists of central manual and automated records of suppliers wishing to do business with the Supply Administration. Separate manual records in each headquarters products branch and each regional office may contain additional detail. The purpose of this bank is to identify potential suppliers' capabilities. The bank may contain business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment, or services provided and performance reports. It may also contain personal information such as personal histories and characteristics, education and performance of sole proprietors or partners. Active manual records are amended as appropriate, and inactive manual records are destroyed two years after a firm becomes inactive. Automated inactive records are kept for five years after a firm becomes inactive, if the firm has received a contract in the past. Otherwise records may be deleted as soon as a firm becomes inactive. The manual system was established in 1951 and the automated system in 1976. Personal information is retrievable by individual's name and/or company name.

IND = 159,779/ADP = h/DATE = 84-04-01

Science Centre

Science Procurement Information Network (SPIN)
SSC-P20

The purpose of this bank is to identify sources of research and development in Canada. It is kept at headquarters and it contains data on companies' unique research and development facilities, long range plans, production and marketing capabilities, financial statements, qualifications of firms' management, scientific, and engineering personnel, and performance ratings of companies' work. Also included in the bank is the experience of organizations with contracts resulting from unsolicited proposals. The principal use of this bank by the Science Branch is to select establishments to undertake contract work in the field of science and technology. Records are destroyed four years after the date of receipt or immediately when superseded. Both the manual and the automated systems were established in 1976. Personal information is retrievable by individual's name and/or company name.

IND = 11,000/ADP = h/DATE = 84-04-01

Security Branch

Industry Personnel Clearance Records
SSC-P30

The purpose of this bank is to record security clearance data on applicable Canadian industry personnel. It is located at headquarters and it contains fingerprints, consent forms, oaths of secrecy, briefing forms, personnel history data, the security clearance level and date, and applicable correspondence. Records are destroyed six years after date of clearance or after subsequent renewal clearance date, if not extended beyond latter date. This bank was established in 1959. Personal information is retrievable by individual's name and social insurance number.

IND + 50,000/ADP = m/DATE = 84-04-01

Program Evaluation Branch

Acquisition Impact Evaluation Data Bank
SSC-P40

The purpose of this bank is to record respondents' views of the degree to which the procurement activities of the Supply Administration have been effective in achieving socio-economic goals, so as to permit the evaluation of Supply Administration activities in this area. The bank, established in 1982 and located at headquarters, may contain financial, product, personnel or other related data. It is accessed by respondent name within a given product or service area. Records are destroyed three months after the completion of the study.

ADP = m/DATE = 84-04-01

Office of the Privacy Co-ordinator

Access Request Data Bank
SSC-P50

This bank is kept at headquarters and contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests received annually. Please address any enquiries to the Privacy Co-ordinator. Records are destroyed two years after date of receipt.

ADP = m/DATE-84-04-01

Classes of Personal Information

General Correspondence and Enquiries

Personal information in this class relates to routine correspondence and enquiries concerning the Supply Administration's activities. The personal information contained in this class normally includes the name and address of the enquirer but is neither arranged nor retreivable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the

Supply Administration and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence.

The retention periods for this class of personal information are controlled by the retention periods of the files in which they are stored.

Department of Supply and Services (Services Administration)

Overall Responsibilities

The Department of Supply and Services is the supply and accounting arm of the government.

The Services Administration provides a broad range of administrative, management and advisory services to the government, including the administration of the Consolidated Revenue Fund and making payments from it; maintaining the accounts of Canada; operating the public service payroll and superannuation systems, and providing optional auditing, management consulting and certain accounting services to departments and agencies. The office of the custodian is administered by Services Administration.

In administering its programs and activities, other personal information may be accumulated that is not contained in the banks described in this entry. Such personal information is stored as part of the general subject files and is retrievable only if the requesting individual provides sufficiently specific information to render it reasonably retrievable by the administration.

Access Procedures

Inquiries concerning Services banks should be addressed to:

Privacy Co-ordinator
Services
Supply and Services Canada
Place du Portage, Phase III, 16A1
11 Laurier Street
Hull, Quebec
K1A 0S5

For purposes of the *Privacy Act*, enquiries concerning the custodian of Enemy Property should be addressed to the Services Co-ordinator.

Personal Information Banks

Access Request Data Bank
SSC-P60

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Please address any inquiries to the Privacy Co-ordinator. Records are destroyed two years after date of receipt.

DATE = 84-04-01

Private Sector Consultants Registered with the Bureau of Management Consulting
SSC-P70

This bank is a record of consultants and consulting firms from the private sector who have requested registration with the Bureau of Management Consulting. The use of information in the bank is for registration in order to be considered for work on consulting assignments for the bureau. The data bank contains individual and/or firm names and addresses, rates charged, areas of specialization and the name of bureau officials authorizing consultants' inclusion. Any consultant or consulting firm in Canada is eligible for inclusion in this data bank. Records are updated every three years after date of receipt or immediately when superseded.

IND = 1,300/ADP = h/DATE = 84-04-01

Key Contacts

Director General
Bureau of Management Consulting
365 Laurier Avenue West
Ottawa, Ontario
K1A 0T5

Superannuation Annuitant System Data Base
SSC-P80

This bank records the data establishing eligibility of former federal employees and their survivors to receive pensions, and provides the pension payroll. It contains the vital statistics of annuitants and survivors, data on the service deductions, and recent cheques issued for former federal public servants under the *Public Service Superannuation Act*, annuitants under old pension acts, and their survivors. The data base is used to issue pension cheques to pensioners, to inform recipients of changed pension entitlements or deductions, and for statistical purposes. Records are destroyed two years after all actions are completed.

IND = 105,000/ADP = c/DATE = 84-04-01

Key Contacts

Manager
Customer Relations Unit
Superannuation Division
Supply and Services Canada
P.O. Box 5010
Moncton, New Brunswick
E1C 8Z5

Files of the Custodian of Enemy Property
SSC-P90

This bank exists to record the transactions involving the custodian of Enemy Property and persons whose assets were taken into custody during World Wars I and II. The files contain all relevant records and correspondence relating to the individuals whose assets were being administered. Records are destroyed five years after the date of transfer to Public Archives, subject to review by the Department.

IND = 4,000/ADP = m/DATE = 84-04-01

Key Contacts

Controller
Office of the Custodian
Ottawa, Ontario
K1A 0S5

Superannuation Hard Cover Files
SSC-P100

The purpose of this bank is to maintain a record of all transactions affecting the pensionable status of active and former federal government employees, under the *Public Service Superannuation Act*. It contains instruments of appointment, vital statistics, documents, elections, notices, calculations, correspondence, computer printouts, geographic location, pension and insurance benefits. Individuals identified are active and former federal employees under the *Public Service Superannuation Act*, and about 50 annuitants under old pension acts. The files are used to assess eligibility to contribute, to calculate cost of prior service, and to calculate benefits for both annuitants and survivors. Records are destroyed two years after all actions are completed.

IND = 390,000/ADP = m/DATE = 84-04-01

Department of Supply and Services (Services Administration)

Key Contacts

Manager
Customer Relations Unit
Superannuation Division
Supply and Services Canada
P.O. Box 5010
Moncton, New Brunswick
E1C 8Z5

Insurance Application Cards
SSC-P110

The purpose and use of this bank is to prove coverage and support claims under the Group Hospital Medical Insurance Plan, the Public Service Management Insurance Plan, (GSMIP), Long Term Disability Plan, and the Disability Insurance Plan. It contains the locations, paylist numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all employees of the federal government who are members of the various plans. In GSMIP, all persons receiving pensions are also eligible. In Disability Insurance, as membership is compulsory for full-time continuing employees taken on strength after October 31, 1970, application cards are maintained only for optional participants. Records are destroyed one year after death of employee.

IND = 370,000/ADP = m/DATE = 84-04-01

Key Contacts

Manager
Insurance Unit
Superannuation Division
P.O. Box 5010
Moncton, New Brunswick
E1C 8Z5

Tariff Board

Background

The Tariff Board, made up of a Chairman and six members, carries out one program consisting of two functions: to act as an independent commission of inquiry into matters on tariffs and trade, and to act as a quasi-judicial court of appeal.

In its role as a commission of inquiry, the Board undertakes specific trade and tariff studies at the request of the Minister of Finance. In conducting an inquiry, the Board invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. Based upon those hearings and the work of its own research staff, the Board makes such recommendations on these matters as it deems appropriate.

In its role as a court, the Board hears appeals resulting from rulings by National Revenue, Customs and Excise on tariff classification, valuation of goods for customs purposes, and the federal sales tax. The Board's powers also include the hearing of appeals on charges levied on petroleum and petroleum products and on the exportation of any oils. Its rulings are appealable to the Federal Court and the Supreme Court.

The Tariff Board was established in 1931. Its authority to carry out inquiries and to hear appeals is provided for under the *Tariff Board Act*. Its role as a quasi-judicial court of appeal is further specified in the *Customs Act*, the *Excise Tax Act*, the *Anti-dumping Act* and the *Petroleum Administration Act*.

The Statutory responsibility of the Board is to adjudicate upon appeals from rulings by the Department of National Revenue, Customs and Excise and to conduct inquiries referred by the Minister of Finance or the Governor in Council into matters affecting Canada's international trade.

Access Procedures

Any inquiries concerning access to personal information should be addressed to:

Executive Assistant
The Tariff Board
365 Laurier Avenue West (21st Floor)
Ottawa, Ontario
K1A 0G7

Personal Information Banks

Appeals
Tar-P10

The purpose of this bank is to administer and monitor appeals to the Board which may be made from a ruling by the Deputy Minister, Customs and Excise, on tariff classification or value for duty under section 47 of the *Customs Act*. This bank reflects rates of federal tax payable on an article or on transportation by air or exemption from tax under section 59 of the *Excise Tax Act* for the said article or transportation by air. Also indicated are Board declarations on whether any charge is payable or the amount of the charges payable on the exportation of any oils, or on any petroleum products under the *Petroleum Administration Act*.

DATE = 84-04-01

Public Inquiries
Tar-P20

This bank comprises the compilation of data and information, of which the non- confidential portion is distributed in background papers to interested parties prior to the hearing, to encourage informed discussions of the subject matter under review. It also consists of independent statistical research and economic analysis by the staff. It includes, futhermore, analysis of submissions from interested parties and the formulation of questions for examining these parties at the public hearing. Each case contains the results of reports appraising and evaluating all evidence brought before the Board and gathered by means of independent investigations, which are provided to all interested parties prior to the final hearing. On completion of the inquiry, a report is prepared containing the Board's conclusions and recommendations on rates of duty, the wording of tariff items and any other matters referred to the Board by the Minister. The report of the Board is printed and forwarded to the Minister of Finance who is required by law to table it in Parliament, if in session, within two weeks, or if not in session, within two weeks of the first day of the next session. At this point the report becomes a public document which can be obtained by any interested person.

DATE = 84-04-01

Tax Court of Canada

Overall Responsibilities

The Tax Court of Canada was created on July 18, 1983, to hear and dispose of appeals to the Court on matters arising under the *Income Tax Act*, the *Canada Pension Plan*, the *Petroleum and Gas Revenue Tax Act*, and Part IV of the *Unemployment Insurance Act*, 1971, and any other act of the Parliament of Canada in respect of which an appeal is provided under such act to the Court. Under the act, the Court consists of 12 judges namely a chief judge, an associate chief judge and ten other judges, to be appointed by the Governor in Council, who are or have been a) a judge of a superior, county or district court in Canada, or b) a barrister or advocate of at least ten years' standing at the bar of any of the provinces, and either the chief judge shall be or have been a judge of the superior Court of Quebec or a member of the bar of that province.

The chief judge is also provided with the authority to recommend for appointment retired federally and provincially appointed judges to act as deputy judges of the Court.

The principal office of the Court shall be in the National Capital Region and it may sit at such times and at such places throughout Canada as it considers necessary or desirable for the proper conduct of its business.

The Court has a registrar and a deputy registrar who are appointed by the Governor in Council and supported by the services of such officers and employees from within the public service of Canada.

The Court hears and disposes of appeals filed under Section 169 of the *Income Tax Act;* Section 29 of the *Canada Pension Plan;* Section 95 of the *Petroleumn and Gas Revenue Tax Act* and Part IV of the *Unemployment Insurance Act*, 1971.

An appeal made to the Court under any of these acts shall be made in writing, but no special form of petition or pleadings shall be required by the Court, unless the act under which the appeal is made expressly otherwise provides.

The Court also hears and disposes of

- applications for extension of time under Section 167 of the *Income Tax Act;* and
- applications under section 174 of the *Income Tax Act* for determination of a question of law, fact, or mixed law and fact, arising out of one and the same transaction or occurrence or series of transactions or occurrences is common to assessments or proposed by assessments in respect of two or more taxpayers posed by the Minister of National Revenue.

Access Procedures

Formal requests under the *Privacy Act* must be made in writing to:

Registrar
Tax Court of Canada
Centennial Towers
200 Kent Street
3rd Floor
Ottawa, Ontario
K1A 0M1

Personal Information Banks

Tax Appeals
TCC-P10

The purpose of this bank is to record the proceedings before the Tax Court of Canada. A completed file usually contains notice of appeal; reply to notice of appeal from the Department of Justice; copy of income tax documents from the Minister of National Revenue; and decision and reasons. The files are used for decision-making purposes in the Tax Court of Canada and, if appealed to a higher court, copies of the subject contents are forwarded to the Federal Court of Canada. Appeal files are retained for five years in the Tax Court of Canada and 20 years in the Public Archives. A selection of a few of the various types of case files are to be sent to the historical branch of the Public Archives at the end of the 25 year retention period. Application files are retained for one year in the Tax Court of Canada and four years in the Public Archives.

IND = 3000/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Department of Transport

Organization

The overall organizational structure of the Department of Transport consists of three sectors: Planning and Co-ordination Sector, which consists of Planning and Policy, Departmental Secretariat, Transportation of Dangerous Goods, and Research and Development; the Operations Sector, which consists of the Canadian Air Transportation Administration, the Canadian Surface Transportation Administration and the Canadian Marine Transportation Administration, including the St. Lawrence Seaway Authority, the Canadian Coast Guard, Ports Canada and the Pilotage Authorities; and the Services Sector, which consists of the Personnel Group, the Finance Group, the Legal Group, and the Public Affairs Group.

Access Procedures

Personnel information banks are maintained in various personnel offices in the Department across Canada. Enquiries from employees regarding access to personnel files should be addressed to the head of the local personnel unit. All enquiries from other individuals regarding access to Transport Canada's information banks should be addressed to:

Transport Canada Privacy Co-ordinator
Transport Canada Building
Floor 26E (DS)
Ottawa, Ontario
K1A 0N5

Personal Information Banks

Canadian Air Transportation Administration

Aviation Licensing Data Base
TC-P10

This bank is established to administer the issuance of Canadian Aviation Personnel licences. It contains personal characteristics, aviation training reports, routine medical reports, skills and licensing details on individual holders of civil aviation permits and licenses. The bank is used to monitor and control the issuance of licenses and permits. Records are retained 100 years.

IND = 100,000/ADP = c/DATE = 84-04-01

Aircraft
TC-P11

The content of these files includes names and addresses of actual and previous Canadian registered owners of aircraft, photocopies of aircraft registration certificates, Customs Declaration documents and completed applications for aircraft registration (Form 26-0011). Proprietary information such as transactions concerning the aircraft (e.g., bills of sale, lease and hire/purchase agreements). These files are used for the aircraft registration publication *The Canadian Civil Aircraft Register* and its updating (this register being published, sold and used by manufacturers, dealers, CATA and CASB for mandatory communication of safety information to actual Canadian registered owners of aircraft). Access to these files is available to authorized CATA members. Restricted and controlled access is available to previous, actual and potential purchaser of the aircraft upon authorization of previous or actual owners. Access to information already published in the above register is available to the general public.

IND = 24,000/ADP = h/DATE = 84-04-01

Air Cushion Vehicle Personnel
TC-P20

The purpose of this bank is to keep a record of all persons who have been issued an authorization certificate by the Department of Transport, permitting them to pilot, navigate or perform maintenance work on particular types of commercial air cushion vehicles. It contains authorization certificates, career resumés, education, professional, employment and personal histories, test results, and correspondence and memoranda covering persons who are now, or have been, authorized to pilot or navigate or perform maintenance work on air cushion vehicles. Files are used to assist with the training, planning and staffing requirements of air cushion vehicles owned and operated by the Canadian Coast Guard and to assist with crew training. They also provide vital contact with operational personnel for feedback on legislation and regulations.

IND = 117/ADP = m/DATE = 84-04-01

Enforcement Policy and Procedures
TC-P30

The content of these files includes enforcement policy, procedure and case histories in which individuals and corporations are involved and identified. The subject material is normally confined to enforcement activities under the *Aeronautics Act*, the Air Regulations and the Air Navigation Orders. Occasionally information related to enforcement under the *Criminal Code* or other legislation is included. These files are used in the development of enforcement policy and procedure, functional supervision and auditing of enforcement activities by regional offices, communications with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the *Aeronautics Act* and its regulations and various related administrative functions. Access is available to authorized members of the Canadian Air Transportation Administration. The lifespan is at least five years.

ADP = m/DATE = 84-04-01

Civil Aviation Medical Review Board Proceedings
TC-P40

The purpose of this bank is to determine a candidate's fitness for licensing by the Department of Transport, Air Administration. The bank contains a summary of medical information, operational data, accident and enforcement data pertinent to the determination of fitness for aviation duties. Individuals in the bank are restricted to applicants for licensing under the *Aeronautics Act* who require medical examination. The bank is further restricted to contentious cases from that population and the follow-up of such cases. The bank is used to ensure consistent application of medical standards to borderline cases from all regions (e.g., to protect the individual from arbitrary local decisions). Information is retained for ten years.

IND = 3,302/ADP = m/DATE = 84-04-01

Electrocardiographic (ECG) Records
TC-P50

This bank functions as a central repository for all ECG records for licensed aviation personnel. Data includes ECG records with or without interpretation records. Individuals in the bank are restricted to aviation personnel who require ECGs for licensing purposes. The bank is used for research. The information is retained for 75 years; after the active period it is placed in the archives.

IND = 84,000/ADP = m/DATE = 84-04-01

Certification of Masters, Mates and Seamen

TC-P60

The purpose of this bank is to record information on all certificates of competency or service granted in accordance with Section 136 of the *Canada Shipping Act* and to record information on all certificates issued pursuant to Section 237 of the Act. It contains names, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate or obtained any certificate pursuant to 232 of the Act. The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates. Records are retained indefinitely.

IND = 150,000/ADP = h/DATE = 84-04-01

Certificates of Competency as a Marine Engineer

TC-P70

This bank serves to record information concerning the issue of marine engineer certificates as required by Section 136 of the *Canada Shipping Act*. It contains dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency. The bank is used to confirm, on the request of a ship owner, that a certain individual has been granted a specific marine engineer certificate. Records are retained indefinitely.

IND = 30,000/ADP = h/DATE = 84-04-01

Records of Sea Service for Canadian Merchant Seamen

TC-P80

The purpose and use of this bank is to record information on Canadian Merchant Seamen in order to provide statements of sea service when required by seamen and other departments. It contains individual names, dates and places of birth, records of vessels, and periods of service for Merchant Seamen in the Canadian Merchant Navy. The records go back to 1937 and are in constant use.

IND = 250,000/ADP = h/DATE = 83-02-21

Canadian Coast Guard

Record of Canadian Coast Guard Watchkeeping Certificates

TC-P90

The purpose of this bank is to record Canadian Coast Guard Watchkeeping Certificates issued by the Fleet Systems Branch of the Canadian Coast Guard. It contains names, dates of examination, dates of issue, dates of birth and certificate numbers of all personnel employed in the deck department of Canadian Coast Guard Ships who acquire the necessary sea service and pass the qualifying examinations. Files are used to facilitate human resources planning, training requirements and career development, and are retained indefinitely.

ADP = m/DATE = 84-04-01

Record of Canadian Coast Guard Command Certificates

TC-P100

The purpose of this bank is to record Coast Guard Command Certificates issued by the Fleet Systems Branch of the Canadian Coast Guard. It contains dates of examination, dates of issue, dates of birth and certificate numbers for all Ships' Officers employed on Canadian Coast Guard Ships who pass the qualifying examination. Files are used to facilitate human resources planning, training requirements and career development, and are retained indefinitely.

ADP = m/DATE = 84-04-01

Administration

Financial Records

TC-P110

The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements. The bank is used for accounting, reference and statistical purposes in the Departmental Administration Program of Transport Canada. Records are retained according to the Records Disposal Schedule.

IND = 2,000/ADP = m/DATE = 84-04-01

Applicants Inventory

TC-P120

The purpose of this information bank is to maintain an inventory of candidates seeking employment in the Department. Applications come from within and outside the public service. It is used to staff vacant positions in conformity with the *Public Service Employment Act* and Regulations. These applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals. Records are normally kept for a period of six months.

IND = 200-300/ADP = m/DATE = 84-04-01

Access Requests

TC-P130

This bank contains the access request forms sent by individuals requesting access to government information and their files pursuant to the *Access to Information* or *Privacy Acts*, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Files will be kept for two years.

DATE = 84-04-01

Complaints Under the Canadian Human Rights Act

TC-P140

This bank is under the control of the departmental Human Rights Coordinator. It is established to maintain records of complaints made against the Department of Transport to the Canadian Human Rights Commission (CHRC). The files contain copies of the complaints and indications of the sections of the Act under which the complaints were lodged. Final decisions made by the CHRC are also included. The findings of the investigations conducted by the CHRC are not normally contained in this bank.

IND = 35/DATE = 84-04-01

Treasury Board Secretariat

Background

The Treasury Board is a committee of the federal Cabinet. The President of the Treasury Board is the Chairman of the Committee, and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor-in-Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966 when it became a separate department.

Overall Responsibilities

The Treasury Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the Employer for negotiating federal public service collective agreements under the *Public Service Staff Relations Act*.

The Treasury Board is served in these functions principally by the Treasury Board Secretariat, which is divided into five branches: Program, Personnel Policy, Staff Relations, Administrative Policy and Official Languages. In addition, there are three offices — the Office of the Secretary, the Communications Division and Submission Control Unit.

The Secretary is the Deputy Minister, who directs the work of the Department. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the jurisdiction of the Treasury Board.

The Communications Division provides the President, the Secretary and the five branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Treasury Board. Submissions are departmental requests for program expenditure; or administrative, personnel or other authorities that the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Treasury Board.

Access Procedures

Please address any inquiries to

Privacy Co-ordinator
Treasury Board Canada
22nd Floor, Place Bell Canada
160 Elgin Street
Ottawa, Ontario
K1A 0R5

Personal Information Banks

Submissions to Treasury Board
TB-P10

This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining Administrative, Personnel or other authorities that the Treasury Board is empowered to grant. These submissions are maintained in numerical order and not by individual identifiers. Records are maintained for a period of four years at Treasury Board after which they are sent to the Public Archives. In addition to the requirements indicated on the Record Access Request Form, requestors must provide the subject, the approximate date when the submission was made and the name of the department or agency that originated the submission.

IND = 500/ADP = m/DATE = 84-04-01

Access: Requests
TB-P20

This bank contains the requests under the *Access to Information Act* submitted by individuals to access records under the control of Treasury Board Canada, the replies to such requests, and any other information relevant to the processing of the requests. This bank is used to process requests and for research and statistical purposes. Files are kept for two years then destroyed.

ADP = m/DATE = 84-04-01

Privacy Act Requests
TB-P21

This bank contains the requests submitted under the *Privacy Act*, the replies to such requests and any other information relevant to the processing of the requests. This bank is used to process requests and for research and statistical purposes. Files are kept for two years then destroyed.

ADP = m/DATE = 84-04-01

Personal Service Contracts
TB-P30

The purpose of this bank is to provide data on the number of contracts placed, types of services rendered, length of contracts and amount of money expended. The files contain the contracts and supporting documents. The bank is used for internal reference purposes. These files are retained for six years.

IND = 180/ADP = m/DATE = 84-04-01

Applications for Employment
TB-P40

This bank serves as a reference for applications requesting employment with the Treasury Board Secretariat. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available. The bank is used to store papers and documents received from applicants. Records are retained for two years then destroyed.

IND = 65/ADP = m/DATE = 84-04-01

Administrative Policy Branch

Incentive Awards
TB-P50

The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. The bank includes information on public servants who have been nominated. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. Operational files are kept for a minumum of two years then destroyed; financial files for six years then destroyed; and precedent-setting files for 25 years then destroyed (subject to Public Archives approval).

ADP = m/DATE = 84-04-01

Inquiries Concerning Administrative Policies

TB-P60

This bank contains personal information contained in requests made by or on behalf of individuals for interpretation of specific administrative policies and requests for advice or clarification in such areas as Relocation Expenses and Travel Expenses. The information in the bank is used to assist in the interpretation of future inquiries. As information is not maintained by individual identifier but by subject matter and/or department, requestors must provide in addition to the information requested on the Record Access Request Form, the subject, the name of the department or agency, and the approximate date of the inquiry. Records are kept for five to ten years.

ADP = m/DATE = 84-04-01

Official Languages Branch

Official Languages Information System (OLIS)

TB-P70

The purpose of this bank is to provide timely and accurate information for the implementation, control and evaluation of the Official Languages Program in the Public Service. The population covered by OLIS consists of all established positions and incumbents appointed for indeterminate periods or terms more than six months in departments and agencies listed in Schedule I, Part I of the *Public Service Staff Relations Act*, as well as for some other government organizations, under a special agreement. The bank includes information on language requirements of positions, levels of language knowledge, language requirements effective date, linguistic profile, position classification. Information is also disclosed for statistical purposes to the Special Groups Identification Survey in order to implement and evaluate government policies relating to Affirmative Action.

ADP = m/DATE = 84-04-01

Language Training Module (LTM)

TB-P71

The purpose of this bank is to provide accurate, timely and reliable information to support the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants at government expense. This information relates to employees, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the *Public Service Staff Relations Act*, as well as of some other government organizations, under a special agreement. The bank includes information such as proficiency levels trained to, hours used for language training, employee training entitlement, type of language training received (as provided by the Public Service Commission, the department itself or the private sector). Records are retained for 15 years then destroyed.

ADP = m/DATE = 84-04-01

Staff Relations Branch

Adjudication

TB-P80

The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. The governing legislation is the *Public Service Staff Relations Act*. The bank includes information on grievances referred to adjudication, grievances replies and related correspondence, and adjudication decisions. The information in the bank is used to provide background information for research purposes. Records are retained for 15 years.

IND = 330/ADP = m/DATE = 84-04-01

Adjudication-Reference to Chief Adjudicator Under Section 98

TB-P81

The purpose of this bank is to maintain records of reference made by the employer or bargaining agents, pursuant to the *Public Service Staff Relations Act*, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. The bank includes information on the references and the Public Service Staff Relations Board's decision. The information in the bank is used to provide background information for research purposes. Records are retained for ten years then destroyed.

ADP = m/DATE = 84-04-01

Certification

TB-P90

The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part I, of the *Public Service Staff Relations Act*, as well as a record of employee exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the exclusion lists and the employer's representations. The information in the bank is used to provide background information for research purposes. Records are retained for 20 years.

IND = 1900/ADP = m/DATE = 84-04-01

Complaints by Bargaining Agents

TB-P100

The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the *Public Service Staff Relations Act*. The bank consists of the representations made by the parties and the decision of the Public Service Staff Relations Board. The information in the bank is used to provide background information for research purposes. Records are retained for ten years.

IND = 40/ADP = m/DATE = 84-04-01

Grievances

TB-P110

The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn or have been settled, thereby rendering an adjudication decision unnecessary. The bank includes information on the grievances, the replies and the related correspondence. The information in the bank is used to provide background information for research purposes. Records are retained for five years.

ADP = m/DATE = 84-04-01

Personnel Policy Branch

Personnel Management Information System (PMIS)

TB-P120

Treasury Board Canada maintains the PMIS containing individual federal employee personnel management data concerned with personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. The data is derived from department and agency personnel systems and records, for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of the PMIS is to provide employer/management with personnel management statistical data in support of Treasury Board's role in collective bargaining with the Public Service unions. The PMIS also provides a cumulative record of individual employee employment with government institutions as well as a verification of employees by location with these government institutions. Information is also disclosed for statistical purposes to the Special Groups Identification Survey in order to implement and evaluate government policies relating to Affirmative Action. The records are retained for ten years and then destroyed. The bank is automated and contains some 300,000 records.

IND = 300,000/ADP = c/DATE = 84-04-01

Inquiries Concerning Personnel Policies

TB-P130

This bank contains personal information contained in requests made by or on behalf of individuals for interpretation of specific personnel policies or requests for advice or clarification in such areas as leave with or without pay, separation, discipline, employment of handicapped. The information in the bank is used to assist in the interpretation of future inquiries. As information is not maintained by individual identifiers but by subject matter and/or department, requestors must provide, in addition to the information requested on the Record Access Request Form, the subject, the name of the department or agency and the approximate date of the inquiry. Records are kept for five to ten years.

ADP = m/DATE = 84-04-01

Senior Personnel Information System (SPIS)

TB-P140

The Senior Personnel Information System contains information on positions and the incumbents that make up the Management Category and Equivalents. The purpose of the SPIS is to assist in the monitoring of the application of Treasury Board policies and guidelines on classification of Management Category positions; on the control of the number of senior personnel in the public service; and on compensation and performance appraisals. Records are retained for a period of five years then destroyed. The bank is automated and contains some 6,500 records.

IND = 6,500/ADP = c/DATE = 84-04-01

Training and Development Information System (TDIS)

TB-P150

The Training and Development Information System contains information on training occurrences and expenditures in the public service. The purpose of the TDIS is to provide information for administrative purposes on the operations, management and costs of training for both departments and central agencies to allow for more effective training and human resource utilization and development. Information is also disclosed for Statistical purposes to the Special Groups Identification Survey in order to implement and evaluate government policies relating to Affirmative Action. Records are retained for five fiscal years, then destroyed. The bank is automated and contains some 275,000 records for each fiscal year.

ADP = c/DATE = 84-04-01

Classification Grievances

TB-P160

The purpose of this bank is to maintain records of all classification grievances, both delegated to departments and non-delegated. The bank includes information on all aspects of the grievance such as job descriptions, organization charts, grievance decision and any supporting documentation. The information in the bank is used as precedent cases and as a check to ensure that the final and binding nature of classification grievance decisions is respected. Records are maintained for ten years then destroyed.

ADP = m/DATE = 84-04-01

Department of Veterans Affairs

Background

More than 600,000 Canadian men and women served in the First World War. Of these, 66,655 gave their lives and approximately 173,000 were wounded. In addition, 1,605 Newfoundlanders died in that war. In the Second World War, more than one million Canadians served their country. Of these, over 44,000 were killed and approximately 55,000 wounded. There were 722 fatalities from Newfoundland forces. During the Korean conflict, more than 26,000 Canadians served with the United Nations Peacekeeping Force: 516 died, 1,200 were wounded. At the end of 1983, the Canadian veteran population was approximately 700,500.

Names of Canadians who were killed in these wars and also the Boer War are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Overall Responsibilities

The Portfolio's mission is to manage special programs for veterans and other specified persons which will compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participative members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some of the original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of pensions and war veterans' allowances, medical treatment, counselling, advocacy, and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs are being tailored to meet their needs as they approach old age.

Organization

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and four associated agencies, namely, the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates, and the War Veterans Allowance Board, reporting to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs was created by an Act of Parliament in 1944. Previously the care of veterans had been the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War), and then by the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War, the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs.

The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919.

The War Veterans Allowances Board was established in 1936, when it replaced the War Veterans Allowance Committee.

The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*.

Access Procedures

Requests for personal information under the *Privacy Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Department of Veterans Affairs
P.O. Box 7700
Daniel J. MacDonald Building
Charlottetown, Prince Edward Island
C1A 8M9
Tel: (902) 566-8567

Department of Veterans Affairs

The Department of Veterans Affairs has two operational branches, Veterans Services and Veterans Land Administration.

Veterans Services Branch

The Veterans Services Branch administers a broad range of economic, medical and social services benefits to qualified veterans and special categories of civilians, and their families. War Veterans Allowance and Civilian War Allowance are income support benefits intended to ensure that family incomes do not fall below a level provided for under legislation. Assistance Fund grants are available to allowance recipients to meet emergency needs. Pensioned orphans of veterans or members of the armed forces are eligible for financial assistance to pursue post secondary education.

Medical, surgical and dental treatment, including special equipment and domiciliary care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans Treatment Regulations.

Veterans Land Administration

P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

The Veterans Land Administration (VLA) manages property purchase agreements between the Director, VLA, and veterans and their heirs. More than 140,000 veterans have been settled under the *Veterans Land Act* since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Canadian Pension Commission

P.O. Box 9900
Charlottetown, Prince Edward Island
C1A 8V6

The Canadian Pension Commission is charged, under the *Pension Act*, with responsibility to administer the legislation in such a way as to recognize the obligation of the Government of Canada to provide compensation to those members of the armed forces who have been disabled or have died as a result of military service. This Act also provides for the payment of pensions for surviving dependants, and allowances for exceptional incapacity, attendance and clothing. The Commission also administers Parts I to X of the *Civilian War Pensions and Allowances Act*, which provides for similar awards for disability or death, attributable to service during World War II in certain organizations or types of employment which were closely associated with the armed forces, such as Merchant Seamen or Auxiliary Services personnel; the *Compensation for Former Prisoners of War Act*, which provides for the payment of compensation for former prisoners of war, evaders and escapees and their dependants; and the *Halifax Relief Commission Pension Continuation Act* which authorizes pension payments to certain persons injured in the Halifax explosion of 1917. As well, the Commission adjudicates on pension claims under various other acts, orders and regulations, such as the *Royal Canadian Mounted Police Act* and the *Flying Accidents Compensation Regulations.*

Pension Review Board

P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

This Agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded, and the interpretation of pension legislation and regulations.

Bureau of Pensions Advocates

P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

The Bureau of Pensions Advocates provides a free legal service to applicants and pensioners under the *Pension Act*. It assists veterans in preparing applications for pensions and in applying for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the *Pension Act* and the *War Veterans Allowance Act*.

War Veterans Allowance Board

6th Floor
Dominion Building
Queen and Richmond Streets
Charlottetown, Prince Edward Island
C1A 8M9

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of district authorities to ensure that adjudication is consistent with the intent of the legislation and is uniformly applied throughout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and regulations and advises the Minister on the regulations.

Personal Information Banks

Consistent uses of personal information in Personal Information Banks numbered VAC-P10, P20, P30, P40, P50, P60, P70, P80, P90, P100, P150, P160 and P170 are those required by a government institution, or department or agency of a provincial government in the determination of the entitlement of the individual for any social benefit provided by a federal or provincial law; by a qualified medical practitioner, health professional, or social agency established by federal or provincial law to adequately provide a health or social service needed by the individual; or by a member of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual.

Veterans Services Branch

Counselling Rehabilitation, Sheltered Employment and Burial Benefits

VAC-P10

The purpose of this bank is to provide, under the *Veterans Affairs Act*, the Vetcraft Shops Regulations, the Veterans Burial Regulation, and the *Veterans Rehabilitation Act*, details concerning the counselling, rehabilitation, sheltered employment opportunities and burial benefits available to former members of the forces who served in World Wars I and II and United Nations operations in Korea. Data contained in this bank include the person's name, address, marital status, regimental number, unit of service, rank and in some cases, place of burial. The records also contain details concerning rehabilitation needs and the social and economic status of veterans and their dependants. The principal use of this bank is to determine eligibility for assistance through the Department and the need for referral to other agencies. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 300,000/ADP = m/DATE = 84-04-01
ID = Service Number/LOC = Headquarters

Educational Assistance

VAC-P20

The purpose of this bank is to provide under the *Veterans Rehabilitation Act, Children of War Dead (Educational Assistance) Act*, Correspondence Course Regulations and Pensioners Training Regulations, details relating to educational assistance available to persons and their dependants who served in the armed forces during World War II and the United Nations operations in Korea. The data include names, addresses and service details such as regimental numbers, ranks, units and theatre of services. Also included are details relating to educational allowances paid to veterans, educational aid to disabled pensioners to resume their former vocation, and educational assistance to the children of deceased veterans who receive a pension from the Canadian Pension Commission. This bank is used principally for the initial and continued determination of eligibility for educational assistance. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 150,000/ADP = m/DATE = 84-04-01
'D = Service Number/LOC = Regional Offices

Immediate Post Discharge Benefits

VAC-P30

The purpose of this bank is to provide, under the *War Service Grants Act* and Regulations, Re-establishment Credit details relating to the immediate post-discharge benefits available to persons who served in the armed forces and para-military bodies in World War II, and the United Nations operations in Korea. Data contained in this bank include the names, addresses, marital status and service details, including regimental number, rank, unit, theatre of service and number of days of service in Canada and abroad. It also includes details of payments of War Service Gratuity and Re-establishment Credit, available to every person who did not elect to take benefits under the *Veterans Land Act*. The principal use of this bank is to calculate the amount of War Service Gratuity paid and the purpose for which the

Re-establishment Credit was to be used, such as the location of a house, business or intended place of employment. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 800,000/ADP = m/DATE = 84-04-01
ID = Service Number/LOC = Headquarters

Health Services (Non-Military Related)
VAC-P40

The purpose of this bank is to provide, under the *Veterans Affairs Act*, Veterans Treatment Regulations and Veterans Care Regulations, information on health benefits provided to war veterans and other qualified persons for illness or disability not related to military service. Information in the bank includes name, address, social insurance number, age, financial and domestic situation, the period and theatre of service in the armed forces, awards of veterans and civilian war allowances and decisions of the Canadian Pension Commission with respect to applications for service disability pensions. The bank also contains medical records and psychological reports of examinations and treatment provided in departmental institutions, as well as medical reports submitted to the Department about services provided in other facilities. The coverage is restricted to those persons who served in the armed forces during World War I and II, the United Nations Operations in Korea, members of civilian organizations during World War II, and other persons who have received treatment in a departmental hospital. The principal use of the bank is to record the provision of medical examinations and treatment, the payment of related allowances and ancillary benefits, determination and collection of charges to the patients for services or care provided, medical research and statistics. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 300,000/ADP = m/DATE = 84-04-01
ID = Service Number, SIN/LOC = Headquarters, Regional Offices

Payment of Short Term Allowances
VAC-P50

The purpose of the bank is to provide, under the *Veterans Affairs Act* and the Veterans Treatment Regulations, information concerning payment of short term allowances for service in World War II and the United Nations operations in Korea, during unemployment, temporary incapacity, and while awaiting returns from business. Data contained in this bank include veterans' names and addresses, service numbers, period of service, records of allowances payable to veterans who are temporarily incapacitated, those who are capable of performing and available for work but unable to obtain suitable employment, or those who are engaged on their own account in any business and are awaiting returns from that business. This bank is used principally for the administration of short term allowances for eligible veterans of World War II and the United Nations operations in Korea. Applications for benefits under this bank ended in 1968. Information in this bank is retained until the former member of the armed forces either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 100,000/ADP = m/DATE = 84-04-01
ID = Service Number/LOC = Headquarters, Regional Offices

Post Discharge Treatment
VAC-P60

The purpose of this bank is to provide, under the *Veterans Affairs Act* and the Veterans Treatment Regulations, information concerning medical treatment and related benefits for a pensionable disability resulting from service in the armed forces, in specified civilian organizations, and in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight. The data in the bank include the person's name, address, age, the pensionable disability, the type and period of service to which the disability is related, the domestic status, the rate of disability pension, and rate of compensation for a former Prisoner of War. The bank contains medical records and the psychological reports on examination and treatment provided in departmental institutions, as well as medical reports submitted to the Department about services provided in other facilities. The coverage is restricted to persons who hold entitlement to a disability pension by a decision of the Canadian Pension Commission. The principal use of the bank is the provision of medical examination and treatment for a pensioned condition, the payment of related allowances and ancillary benefits, medical research, and statistics. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 135,000/ADP = m/DATE = 84-04-01
ID = Service Number/LOC = Headquarters, Regional Offices

Veterans Life Insurance
VAC-P70

The purpose of this bank is to provide, under the *Veterans Insurance Act* and Regulations and the *Returned Soldiers' Insurance Act*, information required in the administration and identification of eligible veterans and their widows who contracted for life insurance with the Government of Canada. Data contained in this bank include the name, address, date of birth, regimental number, marital status, insurance amount, payments and names of beneficiaries of the veteran. This bank is used principally for the collection of insurance premiums, payment of claims, taxation calculation and statistics. Coverage is restricted to those who have contracted for insurance. These records are maintained indefinitely.

IND = 40,000/ADP = m/DATE = 84-04-01
ID = Service or Policy Number/LOC = Headquarters

WVA/CWA Allowances and Assistance Fund
VAC-P80

The purpose of this bank is to provide information concerning the payment of War Veterans' Allowances, Civilian War Allowances and Assistance Fund benefits. The authorization for this bank comes under the *War Veterans Allowances Act*, Veterans Allowances Regulations, *Civilian War Pensions and Allowances Act* and Civilian Allowances Regulations and Assistance Fund Regulations. Data includes the person's name, address, age, service number, period and theatre of service, medical background and domestic status. Also included is information relating to the person's financial circumstances, the amount of allowance payable, and additional assistance paid as a one-time need. The coverage is restricted to those persons who served in the armed forces during World War I and II and the United Nations operation in Korea, and members of civilian organizations during World War II. The principal use of the bank is to determine eligibility for assistance and for payment of benefits, statistics and budgetary purposes. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is put on computer tape and transferred to the Public Archives.

IND = 120,000/ADP = m/DATE = 84-04-01
ID = Service Number/LOC = Regional Offices

Pensions Under the *Halifax Relief Commission Pension Continuation Act*

VAC-P90

The purpose of this bank is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and conssider claims for pensions under the *Halifax Relief Commission Pension Continuation Act*. Data include the individual's name, last known address, personal characteristics, medical and social documentation, correspondence and decisions related to pension claims and rehabilitation programs, and financial transactions related to cash settlements and continuing pension payments. This bank identifies individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917. Normally, records maintained in this information bank are made available to applicants and pensioners directly or through a close relative, or any other person or agency authorized to act on the applicant's or pensioner's behalf. Records of the individuals whose injuries were registered with the Halifax Relief Commission following the explosion are maintained indefinitely. In all cases where access is requested, the following information should be provided in addition to the name of the applicant: the name of the person for whom an application for a benefit is being made, and if the person is not already in receipt of a pension under the *Halifax Relief Commission Pension Continuation Act*, as much information as possible that would help in identifying the individual, e.g., family name, address at time of explosion, nature of injuries and copies of any relevant documents held; the name and address of the individual requesting access; and the relationship of that individual to the applicant.

IND = 10,000/ADP = h/DATE = 84-04-01
LOC = Charlottetown

Pensions and Compensation

VAC-P100

The purpose of this bank is to retain the documents required for making decisions on pensions, compensation and grants for applicants under the *Pension Act*, *Compensation for Former Prisoners of War Act*, *Flying Accident Compensation Regulations*, *Civilian War Pensions and Allowances Act*, Gallantry Gratuity and Annuity Order and the *RCMP Superannuation and Pension Continuation Acts*. Data include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded and related correspondence of the individual. The individuals concerned are those who have served in any of the Canadian forces or, in some cases, Allied forces, certain civilians defined in the acts mentioned above, and their dependants. A moratorium has been placed on the information in this bank and all records are to be retained indefinitely until a scheduling and disposal study, now in progress, is completed.

IND = 230,000/ADP = h/DATE = 84-04-01
ID = Name, Rank, Service Number/LOC = Charlottetown

Veterans Land Administration (VLA)

Eligibility, Property Purchase and Sale, and Construction

VAC-P110

The purpose of this bank is to provide, under the *Veterans Land Act* and Regulations, details concerning the eligibility of a veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings, and the agreements of sale covering resale of such properties to the veteran purchaser. Data includes veterans' applications, inter-office memoranda, owner's offers to sell, legal documentation and correspondence regarding acquisition of title, veteran's agreements of sale, and construction contracts and related documentation. The principal use of this bank is to provide information regarding the eligibility of the veteran, suitability of the property and legal documents. The files, at present, are maintained indefinitely. However, the retention period for these records is currently under review. Access requires veteran's name and address and regimental number, preferably but not necessarily supported by the VLA account number and brief land description of the property.

IND = 150,000/ADP = m/DATE = 84-04-01
LOC = Charlottetown

Property Sales and Other Dispositions

VAC-P120

The purpose of this bank is to provide information on sales, grant of easements, gas and oil leases and rights of ways, related to properties acquired by the Director for purposes of the *Veterans' Land Act* and Regulations. Data include legal documents, survey plans and descriptions, authority for dispositions, such as Orders in Council or Ministerial approval, and where applicable, tendering documentation, as well as correspondence and inter-office memoranda. The principal use of this bank is to ensure that the Director has authority for the transaction, and that the legal documentation is adequate and adheres to applicable federal and provincial statutes. The files, at present, are maintained indefinitely. However, the retention period for these records is currently under review. Access requires veteran's name and address, brief legal description of the property and, if available, the veteran's regimental number and VLA account number.

IND = 150,000/ADP = m/DATE = 84-04-01
LOC = Headquarters

Contractual Obligations

VAC-P130

The purpose of this bank is to monitor, under the *Veterans' Land Act* and Regulations, veterans' adherence to the contractual obligations of their agreement with the Director, related but not restricted to payments, taxes, insurance, residence or operation and property maintenance. Data include correspondence, internal memoranda, reports, absentee and rescission documentation. The principal use of the bank is to determine the right to earn the conditional grant or to determine, in the event of non-adherence, appropriate proceedings to remedy defaults under, or to terminate, said agreements. The files, at present, are maintained indefinitely. However, the retention period for these records is currently under review. Access requires veteran's name, address and regimental number and/or VLA account number

IND = 150,000/ADP = m/DATE = 84-04-01
LOC = Headquarters

Devolution of Estates
VAC-P140

The purpose of this bank is to establish, under the *Veterans' Land Act* and Regulations, who is entitled to inherit the agreement of sale of the deceased veteran. Data includes legal and other correspondence, inter-office memoranda, reports and surrogate or probate court documents. The principal use of the bank is to determine that the Director is dealing with the person(s) entitled to inherit the late veteran's agreement of sale. The files, at present, are maintained indefinitely. However, the retention period for these records is currently under review. Access requires the name of the deceased veteran and his latest address and, if available, the veteran's regimental number, VLA account number and brief legal land description.

IND = 15,000/ADP = m/DATE = 84-04-01
LOC = Headquarters

Pension Review Board

Pension Review Board Appeals
VAC-150

The bank was established to store material relating to appeals to the Pension Review Board on behalf of former members of the armed forces, the RCMP, and persons claiming under the *Civilian War Pensions and Compensation for Former Prisoners of War Act*, Flying Accident Compensation Regulations, Gallantry Gratuity and Annuity Order and the *RCMP Superannuation and Pension Continuation Acts*. The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of claims to the Canadian Pension Commission, entitlement boards of the Commission and the Pension Review Board. Some items of information in this bank are subject to a solicitor-client privilege, under Section 11.1(2) of the *Pension Act*. The material is used for the preparation and presentation of claims. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 10,200/ADP = m/DATE = 84-04-01
ID = Veteran's Name/LOC = Headquarters

Directorate of Information Systems

Client Data Base
VAC-P160

The directorate of Information Systems maintains data banks of information relating to veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits payable under the *War Veterans Allowances, Civilian War Pensions and Allowances Act* and/or the *Pension Act*. This information consists of such items as names, addresses, service numbers, benefits received, status of applications received and additional information required to provide service to the client. The data bases are maintained to assist Veterans Affairs in responding to client needs in a timely and accurate manner. Access requires the provision of a service number or name.

ADP = c/DATE = 84-04-01
LOC = Headquarters

Bureau of Pensions Advocates

Legal Services for Pension Applicants and Allowance Appellants
VAC-P170

The purpose of this bank is to provide information used by the Bureau in providing free legal service to persons seeking to establish claims under the *Pension Act*, the *Civilian War Pensions and Allowances Act, Compensation for Former Prisoners of War Act, War Veterans Allowance Act*, Flying Accident Compensation Regulations, Gallantry Gratuity and Annuity Order and the *RCMP Superannuation and Pension Continuation Acts*. The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of claims to the Canadian Pension Commission, entitlement boards of the Commission and the Pension Review Board. Some items of information in this bank are subject to a solicitor-client privilege, under Section 11.1(2) of the *Pension Act*. The material is used for the preparation and presentation of claims. Information in this bank is retained until the former member of the armed forces or specified civilian either (a) reaches 90 years of age, providing the record has been inactive for the five preceding years or (b) is over 90 years of age and the file ceases to be active. When either of the above conditions is met the record is destroyed.

IND = 75,000/ADP = m/DATE = 84-04-01
ID = Service Number/LOC = Headquarters

War Veterans Allowance Board

Individual Case Summaries
VAC-P180

The purpose of this bank is to retain all case summaries for future reference. Case summaries are prepared by the staff of the Board to summarize the facts of each case presented to the Board. The authorization for this bank is contained in the *War Veterans Allowance Act* and the *Civilian War Pensions and Allowances Act*, Part XI. Data contained in this bank include a person's name, service number, reason for application to the Board and a summary of the pertinent facts of the case, including options for the Board's consideration, if appropriate. These files are arranged chronologically by the month in which the summary is prepared.

IND = 2,500/ADP = m/DATE = 84-04-01
LOC = Charlottetown

Classes of Personal Information

In the course of conducting the programs and activities of Veterans Affairs and its associated agencies, namely the Canadian Pension Commission, the War Veterans Allowance Board, the Bureau of Pensions Advocates and the Pension Review Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes inquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Yukon Territory Water Board

Overall Responsibilities

The Yukon Territory Water Board is a nine member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface water resources.

Water Use Licences are issued for hard rock minimg hydrogeneration, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing which is advertised in the *Canada Gazette* and the local newspapers. At the hearing the applicant presents his case before the Board; in addition, members of the public who have submitted a written *Notice of Intention to Intervene* before the hearing may present arguments for or against the issue of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, it is cancelled, the Board considers the application without public input, and a licence is either issued or denied. If a hearing is held, the Board may draft a licence setting terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the minister whose signature renders it legally effective.

Water use authorizations permit water use without a licence under the following conditions:

- the quantity of water used is less than 50,000 gallons per day;
- duration of water use is less than 270 days;
- water is used by unincorporated settlements and camps for domestic purposes, for placer gold mining operations or for water engineering, subject to the two limitations above.

The Regional Manager Water Resources, Yukon Region, Department of Indian Affairs and Northern Development enforces the terms and conditions for both Water Use Licences and authorizations. The manager and his staff also serve as technical advisors to the board.

Access Procedures

Formal requests under the *Privacy Act* should be addressed to:

Chairman
Yukon Territory Water Board
200 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-5151

PART II

FEDERAL EMPLOYEES

Employee Information Banks

Introduction

Since the Privacy Act applies to all personal information under the control of the Federal Government, it applies equally to information about government employees, including regular and reserve members of the armed forces, RCMP members and incumbents of Governor-in-Council positions.

Purpose

The purpose of this section is to provide descriptions of personal information banks which relate to current and former employees of Federal Government institutions, where the information pertains to their status as employees, along with procedures for access to these employee information banks. The standard descriptions are provided in order to ensure that the Privacy Act is applied in a consistent manner to employee information held by all government institutions.

Descriptions

Employee information banks are described under the following headings as applicable for each government institution:

(a) Central banks consisting of centralized information, on employees in all or several government institutions, which is maintained by the Privy Council Office, the Public Archives of Canada, the Public Service Commission, the Royal Canadian Mounted Police, Treasury Board and the Departments of Consumer and Corporate Affairs, External Affairs, Health and Welfare, Labour, Public Works and Supply and Services.

(b) Standard banks consisting of standard information which all government institutions maintain on their own employees. Descriptions of these standard banks can be found in the next section. It should be noted that some government institutions do not maintain for each employee all the records described in the standard banks and that the physical organization of the records maintained by federal government institutions may not yet be reflected in the listing of standard banks.

(c) Particular banks consisting of information over and above that in the standard banks which a few government institutions maintain on their own employees.

Record Access Procedures

(a) Informal Procedures

The informal procedures, in existence prior to the proclamation of the Privacy Act, are maintained to make employee information available to current employees of federal government institutions. Current employees, including employees who have transferred from one federal government institution to another, should seek access to their records by contacting the personnel officers of their current employing institution at headquarters or in the regions as appropriate. For access to employee records maintained in central banks, current employees should first contact the personnel officers of their current employing institutions. Current employees are encouraged to provide reasonable identifying information about themselves and the records requested in order to obtain prompt and efficient retrieval of their records.

(b) Formal Procedures

The Privacy Act extends the rights of government employees to obtain access to information about themselves in their capacity as employees. To exercise their rights under the Act, government employees should complete a Personal Information Request Form and forward it to the Privacy Coordinator, or to other specifically designated officers in their institution. In all cases, former employees should contact the institution in which they were last employed to determine where to address a request for personal information.

Employee Information Banks

Standard Bank Descriptions

1. Employee Personnel Record

Contents:
Personal characteristics including age, sex, social insurance number, address and citizenship; education including transcripts, certificates and diplomas; non-government employment history including career résumés and references; geographical and organization location; appointments, transfers, promotions and demotion; periods of employment including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation including names of beneficiares. Where applicable: military service, including periods and areas of service; collective bargaining exclusions including designation status and bargaining agent identification; professional achievements including publications, patents and awards; passports and firearm permits related to employment; and termination of employment including certificates and reasons for termination. Notations of decisions relating to staffing, attendance and leave, pay and benefits, training and development, occupational health and safety; official languages, discipline, employee assistance and level of security clearance which may also be contained in other standard banks described below.

Main Use:
To authorize appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses:
To authenticate decisions on staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, employee assistance and level of security clearance and to provide a cumulative record of an individual's employment with government institutions.

Retention:
By the current employing institution for the duration of employment plus one year, after which it is transferred to the Public Archives for retention until the individual has reached the age of seventy or until one year after death; or for permanent retention if judged to be of historical value.

2. Staffing

Contents:
Staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, lay-off lists, manpower inventory printouts, candidates' applications, lists of candidates, rating board assessments, eligibility lists, offers of employment, notices to candidates, notices of right to appeal, appeal documents, and correspondence about staffing by a variety of processes such as competition and manpower inventory searches. (Staffing decisions may be noted on the employee personnel record.)

Main Uses:
To select candidates, staff positions and process appeals for appointments and promotions.

Retention:
For board assessments two years following board date, for eligibility lists one year after their expiry, and for other documents two years from date of completion of process.

Access Procedures:
Competition number, where applicable, should be quoted.

3. Attendance and Leave

Contents:
Attendance reports, leave applications and physician's certificates associated with sick leave, and correspondence related to attendance and leave. (The annual record of attendance and leave is attached to the employee personnel record.)

Main Uses:
To record attendance and authorize leave.

Consistent Uses:
To support decisions on pay and benefits, discipline and termination of employment.

Retention:
Two years after expiry of fiscal year.

4. Pay and Benefits

Contents:
Certificates for pay, allowances and deductions and correspondence related to the administration of pay and benefits. (Earning and superannuation records are attached to the employee personnel record.)

Main Uses:
To approve disbursement of salaries and allowances and the retention of deductions.

Retention:
Two years for general pay and deduction documents.

5. Training and Development

Contents:
Applications, course evaluations, examination results, certificates, fee payment records and correspondence related to the participation of employees in training and development activities sponsored by government and non-government organizations. (Information on an employee's needs for individual development related to performance is contained in the performance review and employee appraisal bank. Participation and achievement records are attached to the employee personnel record.)

Main Use:
To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Consistent Uses:
To support decisions on pay and benefits, attendance and leave, transfers and promotions and performance appraisals.

Retention:
Two years after completion of training and development activity.

6. Official Languages

Contents:
Language knowledge examination scores, training applications, course enrolment and attendance, training certificates and correspondence about the official languages qualifications of employees. (Examination, exemption and training records are attached to the employee personnel record.)

Main Uses:
To determine the official languages qualifications, training needs and entitlements of employees.

Consistent Uses:
To support decisions on staffing, attendance and leave, pay and benefits, transfers, promotions, demotions and termination of employment.

Retention:
Two years following date of testing and/or training.

7. Occupational Health and Safety

Contents:
Accident and work injury investigation reports and related correspondence; special records concerning exposure to noise, radiation and dangerous substances; records of first aid treatment and certification; physicians certificates and compensation forms associated with work injuries; records and correspondence regarding referrals and results of work related immunizations and health evaluations. (All personal medical data pertaining to an employee is retained by Medical Services, Department of Health and Welfare. Similarly, medical reports relating to the diagnosis and treatment of occupational injuries and illnesses are held by Department of Labour and the applicable Provincial Worker's Compensation Board.)

Main Uses:
To record safety and health details for accident prevention and health protection purposes, and to enable the effective administration of injury-on-duty leave and disability benefits.

Consistent Uses:
To support decisions relating to workers compensation, injury-on-duty leave, work assignments and discipline, including termination of employment.

Retention:
Two years for first-aid treatment records and three years for reports and records relating to work injuries and illness, first aid certification, and periodic health assessments.

8. Security Clearances

Contents:
Personal histories, criminal histories, security briefings, summaries of RCMP investigations, fingerprint cards and correspondence related to security clearance. (A notation of level of clearance may be attached to the employee personnel record.)

Main Uses:
To determine the level of security clearance.

Consistent Uses:
To support decisions on transfers, promotions, demotions, discipline and termination of employment.

Retention:
Three years after termination of employment in the case of employees with satisfactory security clearance reports and for five years after termination of employment in the case of employees with adverse security clearance reports.

9. Grievances

Contents:
Presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances), and correspondence about grievances.

Main Use:
To accomodate and possibly resolve grievances through all levels in the grievance process up to referral to the Public Service Staff Relations Board.

Retention:
Three years following date of resolution or date of decision by the Public Service Staff Relations Board.

10. Discipline

Contents:
Notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations, and analysis reports. (Notices of disciplinary action may be attached to the employee personnel record.)

Main Use:
To determine the need for and nature of disciplinary actions.

Consistent Uses:
To support decisions on pay and benefits, attendance and leave, employee assistance, transfer, demotion and termination of employment.

Retention:
For records of boards or courts of inquiry and investigations, five years for cases where employee found guilty of misconduct and three years for cases where employee found not guilty. For notices of disciplinary action (including notices attached to employee personnel record) time limit specified in applicable collective agreements or three years following date of disciplinary action provided no further disciplinary action has been recorded in the meantime.

11. Performance Reviews and Employee Appraisals

Contents:
Appraisals, reports and correspondence about an employee's work performance in terms of skills, abilities, accomplishments and interests.

Main Uses:
To determine the level of performance of indiviudal employees with a view to retention, extension of probation, rejection on probation, identification of training and development needs and approving performance pay and annual increments.

Consistent Uses:
To support decisions on transfers, promotions, demotion, employee assistance, discipline and termination of employment.

Retention:
Three years after date of appraisal.

12. Travel and Relocation

Contents:
Authorizations, advances, claims, receipts and correspondence about travel and relocation on official business.

Main Use:
To approve travel and relocation authorizations, advances and claims.

Retention:
Six years following fiscal year in which travel and relocation occurred.

13. Parking

Contents:
Permit applications and correspondence about parking of motor vehicles on government-owned or leased property. (Records for salary

deductions for payment of parking fees are included with pay and benefit records while records for parking violations are kept by the R.C.M.P.).

Main Use:
To issue parking permits.

Retention:
Two years after permit expires.

14. Motor Vehicle Accidents

Contents:
Reports, claims of damages, legal decisions, settlement transactions and correspondence about accidents involving government-owned and leased motor vehicles as well as privately-owned motor vehicles used on official business.

Main Use:
To determine liability for motor vehicle accidents and to approve damage settlements.

Retention:
Two years after the settlement of individual claims.

15. Conflict of Interest

Contents:
Employee disclosures, investigation reports and correspondence about potential and actual employee conflicts between private interests or holdings and official duties.

Main Uses:
To record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses:
To supoort decisions on transfers, discipline and termination of employment.

Retention:
Minimum of two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved.

16. Employee Assistance

Contents:
Records related to work performance deficiencies and employee assistance counselling; notice of voluntary or mandatory participation in rehabilitation programs; records and correspondence concerning work related health evaluation referrals and results (only notices of mandatory participation in rehabilitation programs, and non-medical results of health assessments are attached to the employee personnel record). All personal medical data is retained by Medical Services, Department of Health and Welfare.

Main Uses:
To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses:
To support decisions regarding employee assistance measures, leave, discipline and termination of employment.

Retention:
A minimum of two years following the date of the most recent reference to employee assistance.

17. Identification and Building Pass Cards

Contents:
Photographs, forms and correspondence related to the issuance of identification and building pass cards.

Main Use:
To issue identification and building pass cards.

Retention:
Two years after expiry of identification and building pass cards.

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Supply and Services, Department of (Supply Administration)	SSC	2–72
Supply and Services, Department of (Services Administration)	SSC	2–73
Tariff Board	Tar	2–73
Tax Court of Canada (formerly Tax Review Board)	TCC	2–74
Transport, Department of	TC	2–74
Treasury Board Secretariat	TBS	2–75
Veterans Affairs, Department of	VAC	2–77
War Veterans Allowance Board (see Veterans Affairs)	WVAB	

Advisory Council on the Status of Women

Please address all requests for access to:

Privacy Co-ordinator
Administration and Personnel
Advisory Council on the Status of Women
66 Slater Street
18th floor
Ottawa, Ontario
K1P 5H1
Telephone: (613) 992-4975

Standard Banks

ACSW-S-1
Employee Personnel Record

ACSW-S-2
Staffing

ACSW-S-3
Attendance and Leave

ACSW-S-4
Pay and Benefits

ACSW-S-5
Training and Development

ACSW-S-6
Official Languages

ACSW-S-11
Performance Review and Employee Appraisals

ACSW-S-12
Travel and Relocation

ACSW-S-15
Conflict of Interest

Department of Agriculture

The Department of Agriculture also maintains the employee records of the Canadian Grain Commission.

Please address all requests for formal access to:

Privacy Co-ordinator
Agriculture Canada
Room 893
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118, ext. 256

Standard Banks

The following banks are located at both headquarters and regions except where noted:

Personnel Administration Branch

AGR-S-1
Employee Personnel Records — IND = 12,000

AGR-S-2
Staffing — IND = 12,000

AGR-S-3
Attendance and Leave — IND = 12,000

AGR-S-4
Pay and Benefits — IND = 12,000

AGR-S-5
Training and Development — IND = 12,000

AGR-S-6
Official Languages — IND = 12,000

AGR-S-7
Occupational Health and Safety — IND = 800
Headquarters only

AGR-S-8
Security Clearances — IND = 600
Headquarters only

AGR-S-9
Grievances — IND = 800

AGR-S-10
Discipline — IND = 100

AGR-S-11
Performance Review and Employee Appraisal — IND = 12,000

AGR-S-12
Travel and Relocation — IND = 3,000

AGR-S-13
Parking — IND = 2,800
Headquarters only

AGR-S-14
Motor Vehicle Accidents — IND = 4,400
Headquarters only

Particular Banks

The following banks are located at headquarters:

Farm Development Division

AGR-P-P10
Small Farm Development Program — Counselling Activity

The Small Farm Development Program was established to facilitate structural adjustments on farms, by assisting farm enlargement and consolidation, and improving the management capabilities of operators of small farms. Some of its services are provided jointly with participating provincial governments. (The Farm Management Service, for instance, provides management assistance to small scale family farmers. These advisors concentrate on problems involving farm planning, budgeting and financing and help farmers improve their farm operation and income.) The purpose of this bank is to maintain a record of how departmental employees who are seconded to provinces apportion their time among various counselling topics. The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time.

IND = 100/DATE = 84-04-01

Research Branch

AGR-P-P20

Project System Inventory

The purpose of this bank is to provide a current inventory of Agriculture Canada (Research Branch) personnel involved in research projects. It contains information on the goals, objectives, and milestones of research projects, and the names and work locations of the individuals involved. Information is maintained on computer for the duration of projects. The bank is used to allocate human resources and to evaluate the progress of projects.

IND = 850/DATE = 84-04-01

Regional Development and International Affairs Branch

AGR-P-P30

Emergency Training and Experience Bank

The purpose of this bank is to maintain a current personnel resource list of trained and experienced agriculture specialists who may be called upon to meet an emergency situation affecting the agricultural industry in their geographic region (province). It contains personal characteristics, experience, training experience in the form of federal courses and/or provincial/municipal exercises. Records are distributed annually to departmental regional emergency planning representatives for use should the need arise, and are retained for up to ten years.

IND = 700/DATE = 84-04-01

AGR-P-P40

Appointments or Nominations of Personnel to NATO Agencies

The purpose of this bank is to provide a depository for identification and profile information regarding employees of the Department of Agriculture who are appointed or nominated to serve with a NATO agency. Data contained in the bank includes classification, education, geographic location, language, personal characteristics, personal history, security and training. The principal use of this bank is to obtain concurrence with the nomination or appointment from all other member nations of NATO and, if the need arises, to prepare travel and authentication documents to permit appointees to assume their duties with the designated agency.

IND = 7/DATE = 84-04-01

Agricultural Stabilization Board

Please forward all requests for formal access to:

Privacy Co-ordinator
Agriculture Canada
Room 893
930 Carling Avenue
Ottawa, Ontario
K1A 0C5

Standard Banks

The following banks are located at headquarters:

ASB-S-1
Employee Personnel Record — IND = 90

ASB-S-3
Attendance and Leave — IND = 90

ASB-S-12
Travel and Relocation — IND = 20

Anti-Dumping Tribunal

Please address all requests for formal access to:

Assistant Secretary
Anti-Dumping Tribunal
19th Floor
Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
Telephone: (613) 993-4601

Standard Banks

The following banks are located at headquarters except for the bank of security clearance records which is located at the Department of Finance, Security Services, 12th Floor, Lord Elgin Plaza, 66 Slater Street, Ottawa, Ontario K1A 0G5, telephone: (613) 992-2602.

AT-S-1
Employee Personnel Record

AT-S-2
Staffing

AT-S-3
Attendance and Leave

AT-S-4
Pay and Benefits

AT-S-5
Training and Development

AT-S-9
Grievances

AT-S-10
Discipline

AT-S-11
Performance Reviews and Employee Appraisals

AT-S-12
Travel and Relocation

AT-S-15
Conflict of Interest

Atlantic Development Council

Please address all requests for formal access to:

Privacy Co-ordinator
Atlantic Development Council
3rd Floor East
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Standard Banks

ADC-S-1
Employee Personnel Record

ADC-S-2
Staffing

ADC-S-3
Attendance and Leave

ADC-S-5
Training and Development

ADC-S-12
Travel and Relocation

Atlantic Pilotage Authority

Please address all requests for formal access to:

Personnel Manager
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, N.S.
B3J 1M5
Telephone: (902) 426-2550

Standard Banks

The following banks are located at headquarters:

APA-S-1
Employee Personnel Record — IND = 200
The records of former employees are retained by the Atlantic Pilotage Authority for two years following termination of employment rather than being transferred to the Public Archives.

APA-S-2
Pay and Benefits — IND = 200

APA-S-3
Occupational Health and Safety — IND = 175

Particular Bank

The following bank is located at headquarters:

APA-P-P10
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely.

IND = 150/DATE = 84-04-01

Atomic Energy Control Board

Requests for information are to be directed in writing to:

Privacy Co-ordinator
Atomic Energy Control Board
270 Albert Street
4th Floor
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5909

Other files containing personal data are conventional relating to employment applications and staff personnel records.

Standard Banks

The following banks are located at headquarters:

AECB-S-1
Employee Personnel Record — IND = 275

AECB-S-2
Staffing

AECB-S-3
Attendance and Leave

AECB-S-4
Pay and Benefits

AECB-S-5
Training and Development

AECB-S-6
Official Languages

AECB-S-7
Occupational Health and Safety

AECB-S-8
Security Clearances

AECB-S-9
Grievances

AECB-S-10
Discipline

AECB-S-11
Performance Review and Employee Appraisals

AECB-S-12
Travel and Relocation

AECB-S-13
Parking

AECB-S-14
Motor Vehicle Accidents

AECB-S-15
Conflict of Interest

AECB-S-16
Employee Assistance

AECB-S-17
Identification and Building Pass Cards

Particular Banks

The following banks are located at headquarters:

AECB-P-P10
Advisory Committee Members

The AECB maintains two advisory committees whose members come from industry, university and other institutions. The committees report to the President. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being moved to the Public Archives.

IND = 25/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

AECB-P-P20
Radiation Exposure Records, AECB Staff

The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely.

IND = 50/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

AECB-P-P30
AECB Inspectors: Certification Record

AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes.

IND = 150/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Office of the Auditor General

Please address all requests for formal access to:

Privacy Co-ordinator
Office of the Auditor General
Room 1167
240 Sparks Street
Ottawa, Ontario
K1A 0G6
Telephone: (613) 995-3766

Standard Banks

The following banks are located at headquarters:

AG-S-1
Employee Personnel Record — IND = 500

AG-S-2
Staffing — IND = 200

AG-S-3
Attendance and Leave — IND = 500

AG-S-4
Pay and Benefits — IND = 500

AG-S-5
Training and Development — IND = 500

AG-S-6
Official Languages — IND = 500

AG-S-7
Occupational Health and Safety — IND = 5

AG-S-8
Security Clearances — IND = 1,000

AG-S-9
Grievances — IND = 5

AG-S-10
Discipline — IND = 5

AG-S-11
Performance Review and Employee Appraisals — IND = 500

AG-S-12
Travel and Relocation — IND = 350

AG-S-13
Parking — IND = 50

AG-S-14
Motor Vehicle Accidents — IND = 1

AG-S-15
Employee Assistance — IND = 10

AG-S-17
Identification and Building Pass Cards — IND = 500

Bank of Canada

Please address all requests for formal access to:

Privacy Co-ordinator
Bank of Canada
234 Wellington Street
4th floor, Centre Building
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8921

As the responsibility for the affairs of the Bank rests with a Board of Directors some of its administrative functions and activities differ slightly from those in many government departments and agencies. Consequently, the content and main uses of standard employee banks will differ slightly from those employee information banks listed and described as being standard to most government institutions. For further information regarding these differences, please contact the Privacy Co-ordinator.

The following standard banks are located at Head Office, 234 Wellington Street, Ottawa, Ontario:

Standard Banks

BC-S-1
Employee Personnel Record

BC-S-2
Staffing

BC-S-3
Attendance and Leave

BC-S-4
Pay and Benefits

BC-S-5
Training and Development

BC-S-6
Official Languages

BC-S-7
Occupational Health and Safety

BC-S-8
Security Clearances

BC-S-9
Grievances

BC-S-10
Discipline

BC-S-11
Performance Reviews and Employee Appraisals

BC-S-12
Travel and Relocation

BC-S-13
Parking

BC-S-17
Identification and Building Pass Cards

Canada Council

Please address all requests for formal access to:

Privacy Co-ordinator
Canada Council
255 Albert Street
Ottawa, Ontario
K1P 5V8
Telephone: (613) 237-3400

Standard Banks

CC-S-1
Employee Personnel Record — IND = 375

CC-S-2
Staffing

CC-S-3
Attendance and Leave

CC-S-4
Pay and Benefits

CC-S-5
Training and Development

CC-S-6
Official Languages

CC-S-7
Occupational Health and Safety

CC-S-9
Grievances

CC-S-10
Discipline

CC-S-11
Performance Review and Employee Appraisals

CC-S-12
Travel and Relocation

CC-S-13
Parking

Canada Deposit Insurance Corporation

Please direct inquiries to:

Privacy Co-ordinator
Canada Deposit Insurance Corporation
1808-112 Kent Street
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-2081

Particular Bank

CDIC-P-P10
Employee Records

The purpose of this bank is to maintain a general personnel information system. It contains records on appointments, attendance, leave, competitions, selection, education, pay, personal history and superannuation.

DATE = 84-04-01

Canada Labour Relations Board

Please address requests for formal access to:

Privacy Co-ordinator
Canada Labour Relations Board
4th Floor West

240 Sparks Street
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466

Standard Banks

CLRB-S-1
Employee Personnel Record

CLRB-S-2
Staffing

CLRB-S-3
Attendance and Leave

CLRB-S-4
Pay and Benefits

CLRB-S-5
Training and Development

CLRB-S-6
Official Languages

CLRB-S-7
Occupational Health and Safety

CLRB-S-8
Security Clearances

CLRB-S-9
Grievances

CLRB-S-10
Discipline

CLRB-S-11
Performance Review and Employee Appraisals

CLRB-S-12
Travel and Relocation

CLRB-S-13
Parking

CLRB-S-14
Motor Vehicle Accidents

CLRB-S-15
Conflict of Interest

CLRB-S-16
Employee Assistance

CLRB-S-17
Identification and Building Pass Cards

Canada Mortgage and Housing Corporation

Please address all requests for formal access to:

Access to Information and
Privacy Co-ordinator
Canada Mortgage and Housing
Corporation
CMHC Building
Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2952

Standard Banks

The following banks are located at headquarters and in the regions:

CMHC-S-1
Employee Personnel Record — IND = 3,500

CMHC-S-2
Staffing — IND = 3,500

CMHC-S-3
Attendance and Leave — IND = 3,500

CMHC-S-4
Pay and Benefits — IND = 3,500

CMHC-S-5
Training and Development — IND = 3,500

CMHC-S-6
Official Languages — IND = 1,100

CMHC-S-7
Occupational Health and Safety — IND = 3,500

CMHC-S-8
Security Clearances — IND = 1,300

CMHC-S-9
Grievances — IND = 10

CMHC-S-10
Discipline

CMHC-S-11
Performance Review and Employee Appraisals — IND = 3,500

CMHC-S-12
Travel and Relocation

CMHC-S-13
Parking — IND = 1,500

CMHC-S-14
Motor Vehicle Accidents

CMHC-S-15
Conflict of Interest

CMHC-S-16
Employee Assistance

CMHC-S-17
Identification and Building Pass Cards

CMHC-S-18
Employee Complaints and Appeals

CMHC-S-19
Employee Garnishee

Particular Banks

CMHC-P-P10

Human Resources Information System

The bank covers payroll, personnel, pension insurance information about all employees of CMHC since 1947, including contractual employees. It contains the employee's name, oath or affirmation concerning secrecy, date of birth, social insurance number, address, eligible dependents, employee number, position and position number, geographical and organizational location, office work and personnel information, including bank account, earning pension records and the dollars associated with these records, insurance coverage.

The data is used to issue payment in respect of salaries, pensions and deductions or to adjust an employee payroll/personnel record, to report time for an employee, to assemble the UIC separation certificate, to assist in generating payroll/personnel transactions, to deposit payment for each employee, to maintain information about positions within CMHC and who fills these positions, to record the past history of each employee's employment with CMHC, whether current or previous. The files are retained on a permament basis by CMHC's national office in Ottawa. Computer files are maintained by Datacrown Inc. in Ottawa.

IND = 23,000/ADP = h/DATE-84-04-01

CMHC-P-P20

Modified Time Reporting System

This Financial Services Division bank contains daily, monthly and yearly employee time and salary spent for each activity by subfunction and by every costable unit or project. The main purpose of this bank is to provide time and activity related information for employees, which is subsequently merged with pay related information. It is used by CMHC to permit program cost recoveries from the minister: to collect appropriate fee for service; to evaluate CMHC's operations; to cost *National Housing Act* programs and analyze their viability; to prepare budgets and financial forecasts and to evaluate staff utilization and requirements. The files are retained for seven years at CMHC's National Office.

IND = 3,500/ADP = h/DATE = 84-04-01

CMHC-P-P30

Employee Medical Files

The purpose of this Human Resources Centre bank is to create and maintain a medical record of each current and past employee for health and statistical purposes, for use in job placement, retirement, sick leave and other purposes as defined by the CMHC Pension Fund and by legislation. The bank contains the pre-employment or initial medical examination reports, including authorization for disclosure to CMHC of the full results and findings of this examination, regular physical examination reports by CMHC's physician, results of biochemical tests, x-rays, cardiograms, personal physician's medical certificates, authorization for disclosure of personal medical information by CMHC to the attending physician or vice versa, sick leave or accident reports and individual medical histories. Only CMHC employees are identified in the bank. The information is retained permanently. Access requests should be addressed to CMHC's medical staff at national office.

IND = 4,845/ADP = m/DATE = 84-04-01

CMHC-P-P40

Casual Employees

This Human Resources Centre bank serves as an official record of the employment of casual labour. Information in the bank includes details on hiring, payments, schedules and releases of casual employees. Records in this bank are normally retained for one year after termination of employment at CMHC's national office.

IND = 100/ADP = m/DATE = 84-04-01

CMHC-P-P50

Internal Appeals and Employee Complaints Files

This Human Resources Centre bank exists to record and provide information on internal appeals and employee complaints through other agencies such as the Canadian Human Rights Commission, Official Languages Commissioner. It contains an appeal notice, the precise nature of the complaint and the remedial action sought, details of appeal/complaint and its investigation, the decisions of the various appeal stages, the decision concerning the complaint and the follow-up action.

The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Committee and for appeal statistics. Complaint files similarly are used to document decisions by the pertinent authorities. They are retained for three years from the date of the decision or resolution of the appeal, complaint or grievance by the Employee Relations Office at CMHC's national office.

IND = 10/ADP = m/DATE = 84-04-01

CMHC-P-P60

Women's Bureau Personal Cases

This bank exists to record information on specific complaints concerning the treatment of women employed by CMHC and to provide advice thereon to the individual involved. It contains a narrative record of the history of the case, the precise nature of the complaint and the remedial action sought, interview notes, investigation reports, the decision concerning the complaint and the follow-up action. Records are retained by the Women's Bureau at CMHC National Office for two years after the case is closed.

IND = 10/ADP = m/DATE = 84-04-01

CMHC-P-P70

Investigation Files

This bank serves to record reports of complaints and irregularities in relation to criminal or security matters affecting CMHC and/or personnel employed by CMHC. It contains a narrative record of the conduct of an investigation, interview notes, investigation reports and any subsequent redress action. The bank is used as a basis for recording complaints and irregularities and follow-up staff action on personnel files. Records are retained by security services at CMHC's national office for five years after the case is closed.

IND = 170/ADP = m/DATE = 84-04-01

Canada Ports Corporation

Please address all requests for formal access to:

Privacy Co-ordinator
Canada Ports Corporation
Tower A, Place de Ville

320 Queen Street, 14th Floor
Ottawa, Ontario
K1A 0N6
Telephone: (613) 995-7444

The following bank is located at head office:

Particular Banks

PC-P-P10
Police and Security

The purpose of the bank is to document security clearance records for employees of the corporation who handle confidential, secret or top secret documents. It contains documents pertaining to security clearance procedures. This check is made by the RCMP. Records are retained for the employee's term of employment.

DATE = 84-04-01

The following banks are located at Ottawa and in the ports of St. John's, Nfld., Halifax, N.S., Saint John, N.B., Belledune, N.B., Sept Îles, Qué., Chicoutimi, Qué., Baie-des-Ha! Ha!, Qué., Québec, Qué., Trois-Rivières, Qué., Montréal, Qué., Prescott, Ont., Port Colborne, Ont., Churchill, Man., Vancouver, B.C. and Prince Rupert, B.C.

PC-P-20
Personnel Records

This bank is established to maintain records on an employee's employment with the corporation. It contains information on nomination, evaluation, classification, education, geographic location, language remuneration, insurance, personal characteristics, personal history, separation, superannuation, training exclusions, attendance, leave, competition and selection. Records are retained for two years after the employee leaves his employment, and then they are transferred to the Public Archives of Canada.

IND = 100/DATE = 84-04-01

PC-P-P30
Finance Records

This bank serves to administer the payment of employee's salary and benefits. It contains information on pay, insurance, parking, superannuation, travel, classification, personal characteristics, attendance and leave for employees of the Corporation. This bank is used for statistical and accounting purposes. Records are retained for two years after the employee ceases employment.

IND = 100/DATE = 84-04-01

Canada Post Corporation

Please address all requests for formal access to:

Privacy Co-ordinator
Executive Secretariat
Canada Post Corporation
Heron and Riverside Drive
7th Floor
Sir Alexander Campbell Building
Ottawa, Ontario
K1A 0B1
Telephone: (613) 998-8923

Standard Banks

The following banks are located at headquarters and in the divisions:

CP-S-1
Employee Personnel Record

CP-S-2
Staffing

CP-S-3
Attendance

CP-S-4
Pay and Benefits

CP-S-5
Training and Development

CP-S-7
Occupational Health and Safety

CP-S-8
Security Clearances

CP-S-9
Grievances

CP-S-10
Discipline

CP-S-11
Performance Review and Employee Appraisals

CP-S-12
Travel and Relocation

CP-S-13
Parking

CP-S-16
Employee Assistance

CP-S-17
Identification and Building Pass Cards

Particular Banks

The following banks are located at headquarters:

CP-P-P10
Executive Development

The purpose of this bank is to support executive personnel functions. It contains records on Canada Post executives (Director level or equivalents, and above, including Governor-in-Council appointments). Individuals seeking access to records in this bank should specify position title, location and duration of employment.

IND = 300/ADP = h/DATE = 84-04-01

CP-P-P20
Incentive Awards

The purpose of this bank is to support Canada Post's incentive award program. It contains records on employees nominated for corporation awards, such as suggestion awards, long service awards, merit awards, good citizenship awards and awards of excellence. The records contain such personal information as job title, résumé, description of the cost-saving measure, community service or other noteworthy achievement, the opinions of relevant third parties and recognition granted (including cash awards). Records in this bank are retained for 3 years after last administrative use. Individuals seeking access to this bank should specify the award in question, the location where it was earned and, if known, the suggestion award number.

IND = 3,000/ADP = m/DATE = 84-04-01

CP-P-P30

Fleet Services

The purpose of this bank is to support the efficient and safe use of Canada Post's fleet of vehicles. It contains records on all drivers of corporation vehicles. Vehicle operator history cards are retained at all postal facilities with vehicles. Motor vehicle accident reports and preventability assessments are also stored at vehicle locations, and at Corporate Head Office. Vehicle operator history cards are retained for 2 years after an individual ceases to be an operator. Accident reports, preventability assessments and claims settlement records are retained for 3 years. Individuals seeking access to this bank should specify employment location and, if applicable, such accident details as location and date.

IND = 9,500/ADP = m/DATE = 84-04-01

CP-P-P40

Reliability Checks

The purpose of this bank is to check the reliability of certain employees/contractors of Canada Post. It contains information on a small percentage of employees/contractors who do not have security clearances but who require reliability checks because of their ready access to mail, cash and other valuable assets. Records are retained for three years after last administrative use.

IND = 5,000/ADP = m/DATE = 84-04-01

CP-P-P50

Special Services

The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees. It contains confidential information on a small percentage of excluded employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. The records include personal information compiled from other employee information banks, as well as assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. Records are retained for a minimum of two years after last administrative use.

IND = 225/ADP = m/DATE = 84-04-01

CP-P-P60

Personnel Data Base

The purpose of this bank is to support personnel administration and the supervision of staff. It contains records on all Canada Post employees. These electronic records are updated continuously and retained for two years after termination of employment. Individuals seeking access to this bank should provide full name, social insurance number and employment location.

IND = 75,000/ADP = c/DATE = 84-04-01

CP-P-P70

Financial Accountability Cases

The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by Canada Post Corporation. It contains information on employees, agents, contractors and others involved in actual or suspected losses. Certain information may be provided to law enforcement agencies, to facilitate investigations and for the purpose of legal proceedings. Records are located at Corporate Head Office, as well as at the Divisional Headquarters where the loss was sustained. They are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. In cases of legal action, the retention period is seven years. Individuals seeking access to this bank should specify their name and other information sufficient to identify the case, such as the date, location and type of loss.

IND = 300/ADP = m/DATE = 84-04-01

CP-P-P80

Risk Management Claims

The purpose of this bank is to support the processing of Canada Post Corporation and third party claims. It contains records on corporate employees involved in claims, such as drivers of corporate vehicles and letter carriers, as well as third parties making claims or from whom the corporation is seeking damages. Risk Management Claims records include claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. Information on file includes the identities of third parties, their insurers (if applicable), the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. The files are retained for three years after the claim by or against the Crown has been settled, unless a minor was involved, in which case the records are retained for six years after the minor's age of majority (varies from province to province). Individuals seeking access to this bank should specify details such as accident location and date.

IND = 4,000/ADP = m/DATE = 84-04-01

CP-P-P90

Postal Related Crimes/Offenses

The purpose of this bank is to help solve and reduce postal related crimes and offences. It contains information on those Canada Post employees, contractors and members of the general public who are suspected or known to be involved in postal related crimes/offences, as defined by the *Canada Post Corporation Act* and regulations, as well as *Criminal Code* offences involving the mail. The records include information gathered during investigations and contains details of the crime(s) committed or alleged to have been committed. Records are retained at Corporate Head Office, Divisional Headquarters and certain other postal facilities for 10 years, except for records of proceedings dealt with under section 41 of the *Canada Post Corporation Act*, when a prohibitory order has been issued. Such records are retained until the order is revoked or the subject dies, at which time normal disposal schedules apply. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. This bank is exempt pursuant to subsection 18(1) of the *Privacy Act*.

IND = 20,000/ADP = m/DATE-84-04-01

CP-P-P100
Legal Affairs

The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. It contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, grievances, memoranda, opinions and advice and other legal matters involving the Corporation. The information in this bank is provided by individuals, provincial and federal departments and agencies, domestic organizations, foreign governments and international organizations.

IND = 5,000/ADP = m/DATE = 84-04-01

CP-P-P110
Ministerial/Presidential Correspondence

The purpose of this bank is to respond to ministerial and presidential enquiries pertaining to the operations and administration of Canada Post Corporation, and to maintain records of same. It contains records of enquiries by customers, employees, Members of Parliament and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., statements regarding Canada Post employees and contractors). Records are retained for a minimum of two years.

ADP = m/DATE = 84-04-01

CP-P-P120
***Privacy Act* Requests**

The purpose of this bank is to support the processing of access, correction and notation requests submitted by individuals under the *Privacy Act* and to retain an audit trail of actions taken. It contains records on those employees, contractors, customers and other individuals who have submitted such requests. The records include the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to processing, including legal opinions and exempt material. Records are retained for two years. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concern.

IND = 200/ADP = m/DATE = 84-04-01

CP-P-P130
Human Rights

The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the *Canadian Human Rights Act*. It contains confidential information on individuals submitting discrimination complaints, and on those alleged to have discriminated against the complainant. The bank contains letters of complaint, interview notes with complainants, those alleged to have discriminated against the complainant and witnesses, investigation and analysis reports and records of decisions taken. Records are retained for two years. Note: Records of or references to complaints are not stored on the complainants Employee Personnel File. Individuals seeking access to this bank should specify position title and employment location and duration.

IND = 35/ADP = m/DATE = 84-04-01

Canadian Centre for Occupational Health and Safety

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Centre for Occupational
Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone: (416) 995-0918

Particular Bank

CCOHS-P-P10
Employee Records

The purpose of this bank is to maintain a general personnel information system. It contains records on appointments, attendance, leave, competitions, selection, education, pay, personal history and superannuation.

DATE = 84-04-01

Canadian Commercial Corporation

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Commercial Corporation
112 Kent Street
Place de Ville, Tower B
17th Floor
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034

Standard Banks

The following banks are located at headquarters:

CCC-S-1
Employee Personnel Record

CCC-S-2
Staffing

CCC-S-3
Attendance and Leave

CCC-S-4
Pay and Benefits

CCC-S-5
Training and Development

CCC-S-6
Official Languages

CCC-S-8
Security Clearances

CCC-S-11
Performance Review and Employee Appraisals

CCC-S-12
Travel and Relocation

CCC-S-13
Parking

CCC-S-15
Conflict of Interest

Canadian Cultural Property Export Review Board

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Cultural Property Export Review Board
Moveable Cultural Property Communications
Journal Tower South
365 Laurier Avenue West
Room 1524
Ottawa, Ontario
K1A 0C8
Telephone: (613) 993-4524

Standard Banks

CCPERB-S-1
Employee Personnel Record

CCPERB-S-2
Staffing

CCPERB-S-3
Attendance and Leave

CCPERB-S-4
Pay and Benefits

CCPERB-S-5
Training and Development

CCPERB-S-6
Official Languages

CCPERB-S-8
Security Clearances

CCPERB-S-11
Performance Review and Employee Appraisals

CCPERB-S-12
Travel and Relocation

CCPERB-S-13
Parking

CCPERB-S-17
Identification and Building Pass Cards

Canadian Dairy Commission

Please address any request for access to:

Canadian Dairy Commission
2197 Riverside Drive
5th Floor, Pebb Building
Ottawa, Ontario
K1A 0Z2
Telephone: (613) 998-9490

Particular Banks

CDC-P-P10
Employee Personnel Records

This bank exists in accordance with Sections 7(6) of the Public Service Employment Regulations, to record and provide information for purposes of inventory staffing. The data contents include appointment certificates (SAF, PAF), data stream printout, performance assessments, attendance leave and overtime records, letters of recommendation, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration Support, Administrative and Foreign Service, Scientific and Professional, Technical and Executive categories. The bank is used to provide information in the identifying and assessing procedure of inventory staffing, manpower planning and general personnel management. Employees may access their records by contacting the Personnel Branch. Records of former employees are transferred to Public Archives one year following termination of employment.

IND = 60/DATE = 84-04-01

Canadian Film Development Corporation

Please address requests for formal access to:

Privacy Co-ordinator
Canadian Film Development Corporation
Tour de la Banque Nationale
600 ouest, rue de Lagauchetière
25e étage
Montréal, Québec
H3B 4L2
Telephone: (514) 283-6363

CFDC-S-1
Employee Personnel Record

CFDC-S-2
Staffing

CFDC-S-3
Attendance and Leave

CFDC-S-4
Pay and Benefits

CFDC-S-5
Training and Development

CFDC-S-6
Official Languages

CFDC-S-7
Grievances

CFDC-S-8
Performance Review and Employee Appraisals

CFDC-S-9
Travel and Relocation

Canadian Human Rights Commission

Please address requests for formal access to:

General Counsel
Canadian Human Rights Commission

4th Floor
90 Sparks Street
Ottawa, Ontario
K1A 1E1
Telephone: (613) 995-1151

CHRC-S-1
Employee Personnel Record — IND = 200

CHRC-S-2
Staffing — IND = 400

CHRC-S-3
Attendance and Leave — IND = 200

CHRC-S-4
Pay and Benefits — IND = 200

CHRC-S-5
Training and Development

CHRC-S-6
Official Languages

CHRC-S-7
Occupational Health and Safety

CHRC-S-8
Security Clearances

CHRC-S-9
Grievances — IND = 20

CHRC-S-10
Discipline

CHRC-S-11
Performance Review and Employee Appraisals

CHRC-S-12
Travel and Relocation — IND-100

CHRC-S-13
Parking — IND = 50

CHRC-S-14
Motor Vehicle Accidents

CHRC-S-15
Conflict of Interest

CHRC-S-16
Employee Assistance

CHRC-S-17
Identification and Building Pass Cards — IND = 150

Canadian International Development Agency

Please address requests for formal access to:

Access to Information and Privacy Co-ordinator
Documentation Management Division
Canadian International Development Agency
8th Floor
Place du Centre
200 Promenade du Portage
Hull, Quebec
K1A 0G4
Telephone: (819) 997-1413

Standard Banks

The following banks are located at headquarters:

CIDA-S-1
Employee Personnel Record — IND = 1,200

CIDA-S-2
Staffing — IND = 350

CIDA-S-3
Attendance and Leave — IND = 1,200

CIDA-S-4
Pay and Benefits — IND = 1,200

CIDA-S-5
Training and Development — IND = 667

CIDA-S-6
Official Languages — IND = 1,026

CIDA-S-8
Security Clearances — IND = 1,000

CIDA-S-9
Grievances — IND = 25

CIDA-S-11
Performance Review and Employee Appraisals — IND = 1,000

CIDA-S-12
Travel and Relocation

CIDA-S-13
Parking

CIDA-S-14
Identification and Building Pass Cards — IND = 1,000

Canadian Livestock Feed Board

Please address all requests for access to:

Privacy Co-ordinator
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montreal, Quebec
H3X 3T4
Telephone: (514) 283-7505

The following bank is located at headquarters:

CLFB-P-P10
Employee Personnel Record

The purpose of this bank is to maintain a record of information on employees of the Canadian Livestock Feed Board. It contains appointment documents, appraisals, attendance and leave forms, classification, correspondence and memoranda, education and training documents, pay, insurance and superannuation data, personal characteristics and personal history. Information on file is retained indefinitely.

IND = 20/DATE = 84-04-01

Canadian Patents and Development Limited

Please address requests for formal access to:

Chief
Administration and Personnel
Canadian Patents and Development Limited
19th Floor
275 Slater Street
Ottawa, Ontario
K1A 0R3
Telephone: (613) 996-5736

CPDL-P-P10
Employee Personnel Record

This bank contains appointment documents, leave and attendance records, classification data, correspondence and memoranda, education and training, official language status, pay, insurance and superannuation data. Information in the bank is retained indefinitely. Records of former employees are transferred to the Public Archives.

DATE = 84-04-01

Canadian Penitentiary Service

Please address all requests for formal access to:

Privacy Co-ordinator
Correctional Service of Canada
340 Laurier Avenue West
4C4
Ottawa, Ontario
K1A 0P9
Telephone: (613) 995-3689

Standard Banks

The following banks are located at headquarters and in the regions:

CSC-S-1
Employee Personnel Record — IND = 3,000

CSC-S-2
Staffing

CSC-S-3
Attendance and Leave

CSC-S-4
Pay and Benefits

CSC-S-5
Training and Development

CSC-S-6
Official Languages

CSC-S-7
Occupational Health and Safety

CSC-S-8
Security Clearances

CSC-S-9
Grievances
Grievances are retained for five years

CSC-S-10
Discipline

CSC-S-11
Performance Review and Employee Appraisal
Performance appraisals are retained for the duration of employment

CSC-S-12
Travel and Relocation

CSC-S-13
Parking

CSC-S-14
Motor Vehicle Accidents

CSC-S-15
Conflict of Interest

CSC-S-16
Employee Assistance

CSC-S-17
Identification and Building Pass Cards

Particular Banks

CSC-P-P10
Administrative Enquiries

See description in section on "external" or public banks

Canadian Radio-television and Telecommunications Commission

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Radio-Television and
Telecommunications Commission
7th Floor
Central Building
1 Promenade du Portage
Hull, Quebec
K1A 0N2
Telephone: (819) 997-1278

Standard Banks

The following banks are located at headquarters:

CRTC-S-1
Employee Personnel Record

CRTC-S-2
Staffing

CRTC-S-3
Attendance and Leave

CRTC-S-4
Pay and Benefits

CRTC-S-5
Training and Development

CRTC-S-6
Official Languages

CRTC-S-7
Occupational Health and Safety

CRTC-S-8
Security Clearances

CRTC-S-9
Grievances

CRTC-S-10
Discipline

CRTC-S-11
Performance Review and Employee Appraisals

CRTC-S-12
Travel and Relocation

CRTC-S-13
Parking

CRTC-S-14
Motor Vehicle Accidents

CRTC-S-15
Conflict of Interest

CRTC-S-16
Employee Assistance

CRTC-S-17
Identification and Building Pass Cards

Canadian Transport Commission

Please address all requests for formal access to:

The Secretary
Canadian Transport Commission
15 Eddy Street
16th Floor
Jules Léger Bldg.
Ottawa, Ontario
K1A 0N9
Telephone: (819) 997-6417

Standard Banks

The following banks are located at headquarters:

CTC-S-1
Employee Personnel Record — IND = 900

CTC-S-2
Staffing

CTC-S-3
Attendance and Leave

CTC-S-4
Pay and Benefits

CTC-S-5
Training and Development

CTC-S-6
Official Languages

CTC-S-7
Occupational Health and Safety

CTC-S-8
Security Clearances

CTC-S-9
Grievances

CTC-S-10
Discipline

CTC-S-11
Performance Review and Employee Appraisals

CTC-S-12
Travel and Relocation

CTC-S-13
Parking

CTC-S-15
Conflict of Interest

CTC-S-17
Employee Assistance

CTC-S-18
Identification and Building Pass Cards

Canadian Unity Information Office

Please address all requests for formal access to the following banks to:

Privacy Co-ordinator
Canadian Unity Information Office
Room 501
151 Sparks Street
Ottawa, Ontario
K1P 6G6
Telephone: (613) 993-6886

Standard Banks

CUIO-S-2
Staffing

CUIO-S-5
Training and Development

CUIO-S-12
Travel and Relocation

CUIO-S-13
Parking

CUIO-S-14
Motor Vehicle Accidents

Please address all requests for formal access to the following banks to:

Privacy Co-ordinator
Department of Justice
Room 420, Justice Building
239 Wellington Street

Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Standard Banks

CUIO-S-1
Employee Personnel Record

CUIO-S-3
Attendance and Leave

CUIO-S-4
Pay and Benefits

CUIO-S-6
Official Languages

CUIO-S-7
Occupational Health and Safety

CUIO-S-8
Security Clearances

CUIO-S-9
Grievances

CUIO-S-10
Discipline

CUIO-S-11
Performance Reviews and Employee Appraisals

CUIO-S-15
Conflict of Interest

CUIO-S-16
Employee Assistance

Please address all requests for formal access to the following bank to:

Privacy Co-ordinator
Privy Council Office
Room 402
85 Sparks Street
Ottawa, Ontario
K1A 0A3

Standard Banks

CUIO-S-17
Identification and Building Pass Cards

Canadian Wheat Board

Please address requests for formal access to:

Privacy Co-ordinator
The Canadian Wheat Board
423 Main Street
Winnipeg, Manitoba
R3B 1B3
Telephone: (204) 949-3413

Particular Banks

CWB-P-P10
Payroll and Personnel Records System

This bank was established to record information relating to appointments, transfers, promotions, demotions and terminations of employment and also to maintain records relating to attendance and leave, pay and benefits, training and development, occupational safety and health, official languages and to provide a cumulative record of individual employees' employment history. This bank contains employment applications, education records, employment histories including career résumés, references, notices of disciplinary action and correspondence about employee misconduct, official language reports including examination scores, course enrollment and attendance, personal appraisal reports and correspondence about an employee's work performance, termination documents including reason for termination of employment, payroll earnings, deductions and correspondence related to the administration of pay and benefits, position description and job titles, classifications, pay levels and salaries, correspondence about travel and relocations on official business. It is used to assist in formulation of administrative decisions relating to appointments, transfers, promotions, demotions, terminations of employment and superannuation and to assist in formation of policies and guidelines on staffing, attendance and leave, pay and benefits, training and development, occupational safety and health, official languages requirements and to provide a cumulative record of individual employees' employment history. This information is retained for the duration of employment plus one year. Records relating to length of service and compensation are retained indefinitely.

DATE = 84-04-01

Office of the Chief Electoral Officer

Direct enquiries concerning this information bank to:

Privacy Co-ordinator
Office of the Chief Electoral
Officer
440 Coventry Road
Ottawa, Ontario
K1A 0M6
Telephone: (613) 993-1527

Particular Banks

CEO-P-P10
Employee Information

This bank serves to maintain personal information on current and past employees for managerial purposes including the administration of superannuation. It contains information on appeals, grievances, appointments, appraisals, leave, classification, selection from competition, correspondence and memoranda, geographic location, pay, personal characteristics, personal history, training, and designations for employees of the office. Records are retained for the duration of employment for current employees and kept for a minimum of one year after termination of employment. Personal information on returning officers is maintained in this bank.

DATE = 84-04-01

Office of the Commissioner of Official Languages

Please address all requests for formal access to:

Privacy Co-ordinator
Office of the Commissioner of
Official Languages
Room 2115
66 Slater Street
Ottawa, Ontario
K1A 0T8
Telephone: (613) 996-6036

Standard Banks

The following banks are located at headquarters:

COL-S-1
Employee Personnel Record — IND = 187

COL-S-3
Attendance and Leave — IND = 154

COL-S-4
Pay and Benefits — IND = 187

COL-S-6
Official Languages — IND = 133

COL-S-7
Occupational Health and Safety — IND = 1

COL-S-8
Security Clearances — IND = 34

COL-S-9
Grievances — IND = 1

COL-S-10
Discipline — IND = 1

COL-S-12
Travel and Relocation — IND = 97

COL-S-13
Parking — IND = 8

COL-S-15
Conflict of Interest — IND = 3

COL-S-17
Identification and Building Pass Cards — IND = 133

Particular Banks

The following bank is located at headquarters:

COL-P-P10
Complaints and Audits

Language audit working papers and complaints files document the nature, extent and scope of the linguistic audit work performed and of complaints investigated. The information in these files is to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of his duties pursuant to the *Official Languages Act*. The Commissioner reports annually to Parliament on matters which he considers to be of significance arising out of the investigations conducted by him in the performance of his statutory mandate. These papers and files are maintained for 25 years. The audits are published and are made available to the public, but the information in the files compiled in the course of investigations of complaints is confidential by virtue of Section 28 of the *Official Languages Act*.

IND = 13,000/DATE = 84-04-01

The following bank is located at the Information Branch:

COL-P-P20
Enquiries

For distribution, analytical and statistical purposes, files are kept on requests received for information materials produced by the Office of the Commissioner of Official Languages and for information pertaining to official languages issues in general. The specific information thus filed comprises: the name and address and/or telephone number of the individual or group and the information requested. Information in a given file or set of files is kept for a lapse-time of approximately three years. The total number given above includes 7,500 names entered on a standing distribution list for OCOL information materials.

IND = 57,200/DATE = 84-04-01

Department of Communications

Please address all requests for formal access to:

Privacy Co-ordinator
Department of Communications
Room 836, North Tower
Journal Building
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 995-6757

Standard Banks

The following banks are located at headquarters and in the regions, except where noted:

DOC-S-1
Employee Personnel Record — IND = 2,322

DOC-S-2
Staffing — IND = 844

DOC-S-3
Attendance and Leave — IND = 2,322

DOC-S-4
Pay and Benefits — IND = 2,322

DOC-S-5
Training and Development — IND = 859

DOC-S-6
Official Languages — IND = 1,325

DOC-S-7
Occupational Health and Safety — IND = 250

DOC-S-8
Security Clearances — IND = 2,150
Headquarters only

DOC-S-9
Grievances — IND = 113
Headquarters only

DOC-S-10
Discipline — IND = 30
Headquarters only

DOC-S-11
Performance Review and Employee Appraisals — IND = 2,334

DOC-S-12
Travel and Relocation — IND = 750

DOC-S-13
Parking — IND = 6

DOC-S-14
Motor Vehicle Accidents — IND = 7

DOC-S-15
Conflict of Interest — IND = 2

DOC-S-16
Employee Assistance — IND = 100
Headquarters only

DOC-S-17
Identification and Building Pass Cards — IND = 2,150

Office of the Comptroller General

Please address all requests for formal access to:

Privacy Co-ordinator
Office of the Comptroller General
160 Elgin Street
20th floor, Northeast
Ottawa, Ontario
K1A 1E4
Telephone: (613) 996-5553

Standard Banks

OCG-S-1
Employee Personnel Record

OCG-S-2
Staffing

OCG-S-3
Attendance and Leave

OCG-S-4
Pay and Benefits

OCG-S-5
Training and Development

OCG-S-6
Official Languages

OCG-S-7
Occupational Health and Safety

OCG-S-8
Security Clearances

OCG-S-9
Grievances

OCG-S-10
Discipline

OCG-S-11
Performance Review and Employee Appraisals

OCG-S-12
Travel and Relocation

OCG-S-13
Parking

OCG-S-14
Motor Vehicle Accidents

OCG-S-15
Conflict of Interest

OCG-S-16
Employee Assistance

OCG-S-17
Identification and Building Pass Cards

Department of Consumer and Corporate Affairs

The Department of Consumer and Corporate Affairs and the Superintendent of Bankruptcy share common personnel and administrative services. Therefore, they are grouped together in the employee section.

Please address all requests for formal access to:

Privacy Co-ordinator
Consumer and Corporate Affairs Canada
23rd floor, Zone 1
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9
Telephone: (613) 997-2704

Central Bank

The following bank is located at headquarters:

CCA-C-P10
Conflict of Interest Records

The purpose of this bank is to record information related to the administration of conflict of interest guidelines as they pertain to Cabinet ministers, persons appointed to public office by the Governor in Council, and members of ministers' exempt staffs. It contains information regarding the classes of persons referred to above who are or were subject to the conflict of interest guidelines. The information contained is about their private activities, their property and other assets. The coverage of this information bank is restricted to Cabinet ministers, persons appointed to public office by the Governor in Council, and members of ministers' exempt staffs who are or were subject to the conflict of interest guidelines. The derivative uses of the information held in this bank are to establish precedents in administering the conflict of interest guidelines and to extract information that is placed in a Public Registry so members of the general public may make themselves aware of the way in which certain classes of persons currently subject to the conflict of interest guidelines have complied with them. Individuals about whom information is maintained in this bank have access to the bank during normal working hours. They are required to produce satisfactory proof of their identity, such as identification cards, issued by government departments and agencies. Information is held in this bank for different periods of time, but never for more than ten years after the individual concerned is no longer subject to the conflict of interest guidelines. This bank is also described in the section for "external" or "public" banks.

IND = 300/DATE = 84-04-01

Standard Banks

The following banks are held at headquarters and in the regions. Current employees seeking access to their records should consult their supervisor or their local personnel unit.

CCA-S-1
Employee Personnel Record — IND = 2,600

CCA-S-2
Staffing

CCA-S-3
Attendance and Leave

CCA-S-4
Pay and Benefits

CCA-S-5
Training and Development

CCA-S-6
Official Languages

CCA-S-7
Occupational Health and Safety

CCA-S-8
Security Clearances

CCA-S-9
Grievances

CCA-S-10
Discipline

CCA-S-11
Performance Review and Employee Appraisals

CCA-S-12
Travel and Relocation

CCA-S-13
Parking

CCA-S-14
Motor Vehicle Accidents

CCA-S-15
Conflict of Interest

CCA-S-16
Employee Assistance

CCA-S-17
Identification and Building Pass Cards

Defence Construction (1951) Limited

Please forward all requests for formal access to:

Chief of Personnel
Defence Construction (1951) Limited
SBI Building
12th Floor
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Telephone: (613) 998-9573

Standard Banks

The following banks are located at headquarters:

DCL-S-1
Employee Personnel Record — IND = 304

DCL-S-2
Staffing

DCL-S-3
Attendance and Leave

DCL-S-4
Pay and Benefits

DCL-S-5
Training and Development

DCL-S-6
Official Languages

DCL-S-7
Occupational Health and Safety

DCL-S-8
Security Clearances

DCL-S-10
Discipline

DCL-S-11
Performance Review and Employee Appraisals

DCL-S-12
Travel and Relocation

DCL-S-13
Parking

DCL-S-14
Motor Vehicle Accidents

DCL-S-15
Conflict of Interest

DCL-S-16
Employee Assistance

DCL-S-17
Identification and Building Pass Cards

Ministry of State for Economic and Regional Development

Please forward all requests for formal access to:

Privacy Co-ordinator
Department of Regional Industrial Expansion
3rd floor East
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Standard Banks

The following banks are located at headquarters:

ED-S-1
Employee Personnel Record

ED-S-2
Staffing

ED-S-3
Attendance and Leave

ED-S-4
Pay and Benefits

ED-S-5
Training and Development

ED-S-6
Official Languages

ED-S-7
Occupational Health and Safety

ED-S-8
Security Clearances

ED-S-9
Grievances

ED-S-10
Discipline

ED-S-11
Performance Review and Employee Appraisals

ED-S-12
Travel and Relocation

ED-S-13
Parking

ED-S-14
Motor Vehicle Accidents

ED-S-15
Conflict of Interest

ED-S-16
Employee Assistance

ED-S-17
Identification and Building Pass Cards

Economic Council of Canada

Please address all requests for formal access to:

Director
General Administration
Economic Council
Room 1601, Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1030

Standard Banks

The following banks are located at headquarters:

EC-S-1
Employee Personnel Record — IND = 225

EC-S-2
Staffing

EC-S-3
Attendance and Leave

EC-S-4
Pay and Benefits

EC-S-5
Training and Development

EC-S-6
Official Languages

EC-S-8
Security Clearances

EC-S-11
Performance Review and Employee Appraisals

EC-S-12
Travel and Relocation

EC-S-13
Parking

EC-S-16
Employee Assistance

EC-S-17
Identification and Building Pass Cards

Department of Employment and Immigration

The Department of Employment and Immigration and the Canada Employment and Immigration Commission share common personnel and administrative services. Therefore, they are grouped together in the employee section.

Current employees should forward their requests for access to one of the following addresses as appropriate:

Headquarters

Director, Headquarters Personnel Services
Employment and Immigration Canada
Place du Portage

Phase IV, 3rd floor
Hull, Quebec
K1A 0J9

Regions:

Regional Personnel Managers

Newfoundland
P.O. Box 12051
167 Kenmount Place
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
Canplan Building
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island
P.O. Box 8000
199 Grafton Street
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
1075 Main Street
Moncton, New Brunswick
E1C 1H2

Quebec
1441 St. Urbain Street
2nd floor
Montreal, Quebec
H2X 2M9

Ontario
Canada Square
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
710 Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
2101 Scarth Street
Room 800
Regina, Saskatchewan
S4P 2H9

Alberta
Batoni — Bowlan Building
9925 — 109 Street
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Center, Box 11145
1055 West Georgia Street
Vancouver, British Columbia
V6E 2P8

Standard Banks

The following banks are located at headquarters and in the regions, except as noted:

EIC-S-1
Employee Personnel Record — IND = 26,000

EIC-S-2
Staffing — IND = 26,000

EIC-S-3
Attendance and Leave — IND = 26,000

EIC-S-4
Pay and Benefits — IND = 26,000

EIC-S-5
Training and Development — IND = 6,000

EIC-S-6
Official Languages — IND = 2,000

EIC-S-7
Occupational Health and Safety — IND = 1,000

EIC-S-8
Security Clearances — IND = 26,000

Access

Commission/Department Security Officer
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd floor
Hull, Quebec
K1A 0J9

EIC-S-9
Grievances — IND = 1,000

Access

Director, Staff Relations Branch
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd floor
Hull, Quebec
K1A 0J9

EIC-S-10
Discipline — IND = 1,000

EIC-S-11
Performance Review and Employee Appraisals — IND = 26,000

EIC-S-12
Travel and Relocation — IND = 4,000

Access

Headquarters Employees
Chief, Expenditure Accounting
Employment and Immigration Canada
Place du Portage
Phase IV, 2nd floor
Hull, Quebec
K1A 0J9

Regional and Local Office Employees
Regional Financial Manager

EIC-S-13
Parking -- IND = 2,000

Access

Headquarters Employees
Director General
Administration and NHQ Relocation
Employment and Immigration Canada
Place du Portage
Phase IV, 2nd floor
Hull, Quebec
K1A 0J9

Regional and Local Office Employees
Regional Manager, Administrative Services

EIC-S-15
Conflict of Interest — IND = 2,000

Access

Director, Staff Relations Branch
Employment and Immigration Canada
Phase IV, 3rd floor
Hull, Quebec
K1A 0J9

EIC-S-16
Employee Assistance — IND = 1,000

EIC-S-17
Identification and Building Pass Cards

Particular Banks

EIC-P-P10
Affirmative Action Target Group

Point of Access:

Director
Affirmative Action/Equal Opportunity
Personnel Services
Employment and Immigration Canada
Place du Portage Phase IV
140 Promenade du Portage
Hull, Quebec
K1A 0J9

The purpose of this bank is to provide a profile of Affirmative Action Target group employees in Employment and Immigration Canada for statistical and planning purposes. Information on file includes background characteristics of employees (work history, education, career interests, etc.) as well as voluntary self-identification of the target-group members. Records are retained up to three years. Persons seeking access to this bank should provide their name and social insurance number.

IND = 26,000/ADP = h/DATE = 84-04-01

EIC-P-P20
Supernumerary Records

Point of Access

Regional Personnel Manager
See attached list, "Regional Personnel Managers", for the address in your region.

This bank identifies employees who are supernumerary within the establishment to ensure that they are given priority consideration for positions to be staffed. The bank may include the following information: employees' name, classification, group, occupational title and location. Records on an employee are maintained until successful placement is made. Access to this Bank may be gained by giving name, address and Social Insurance Number.

IND = 500/DATE = 84-04-01

Department of Energy, Mines and Resources

Please address all requests for formal access to:

Privacy Co-ordinator
11th floor
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

Standard Banks

EMR-S-1
Employee Personnel Record
Personnel Branch and Branch Personnel Units

EMR-S-2
Staffing
Personnel Branch and Branch Personnel Units

EMR-S-3
Attendance and Leave
Personnel Branch and Branch Personnel Units

EMR-S-4
Pay and Benefits
Personnel Branch and Branch Personnel Units

EMR-S-5
Training and Development
Personnel Branch and Branch Personnel Units

EMR-S-6
Official Languages
Official Languages Program Branch

EMR-S-7
Occupational Health and Safety
Personnel Branch

EMR-S-8
Security Clearances
Departmental Security Officer and Branch
Personnel Units

EMR-S-9
Grievances
Personnel Branch

EMR-S-10
Discipline
Personnel Branch

EMR-S-11
Performance Review and Employee Appraisals
Personnel Branch

EMR-S-12
Travel and Relocation
Financial Services Branch

EMR-S-13
Parking
General Administrative Services
Administrative Services Branch

EMR-S-14
Motor Vehicle Accidents
Material Management Division
Administrative Services Branch

EMR-S-15
Conflict of Interest
Personnel Branch

EMR-S-16
Employee Assistance
Personnel Branch and Personnel Branch Units

EMR-S-17
Identification and Building Pass Cards
Departmental Security Offices

Particular Banks

EMR-P-P10
Biographies

This bank contains biographical sketches of senior officials of the Department and Crown corporations reporting to the Minister. The information consists of a personal history of the official including the date of birth, education, employment history and associations of which the official is a member. The sketches are prepared and approved by the officials concerned and used to answer requests for biographies of these officials from other federal government departments, provincial governments, news media, service clubs, etc. The information is retained as long as the official is employed with the Department or a Crown corporation reporting to the Minister.

IND = 25/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

EMR-P-P20
Crown-owned Living Accommodation (Northern Pool Housing)

The purpose of this bank is to maintain a record of information relating to employees who occupy Crown-owned housing. This bank contains the names, occupations, family status, number of children, and employee classification and salary. The bank also contains the amount of rental and the dates of occupancy and vacancy. The data is used to administer accommodation requirements and the collection of rental deductions. Files are retained for five years after the occupants vacate the premises.

IND = 50/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

Department of the Environment

Please address all requests for formal access to:

Privacy Co-ordinator
Department of the Environment
28th Floor, North Tower
10 Wellington Street
Hull, Quebec
K1C 1C7
Telephone: (819) 997-4552

Standard Banks

The following banks are located at headquarters and in the regions:

EC-S-1
Employee Personnel Record

EC-S-2
Staffing

EC-S-3
Attendance and Leave

EC-S-4
Pay and Benefits

EC-S-5
Training and Development

EC-S-6
Official Languages

EC-S-7
Occupational Health and Safety

EC-S-8
Security Clearances

EC-S-9
Grievances

EC-S-10
Discipline

EC-S-11
Performance Review and Employee Appraisals

EC-S-12
Travel and Relocation

EC-S-13
Parking

EC-S-14
Motor Vehicle Accidents

EC-S-15
Conflict of Interest

EC-S-16
Employee Assistance

EC-S-17
Identification and Building Pass Cards

Particular Banks

EC-P-P10
Employee Records National Battlefield Commission

The purpose of this bank is to maintain a general personnel information system. It contains records on appeals, grievances, appointments, attendance, leave, competitions, selection, general correspondence, education, pay, personal history, safety and health, and superannuation. Individuals identified are employees of the National Battlefield Commission. Records are kept for four years.

IND = 30/DATE = 84-04-01

Export Development Corporation

Please address all requests for formal access to:

Privacy Co-ordinator
Export Development Corporation
110 O'Connor Street
14th Floor
Ottawa, Ontario
K1P 5T9
Telephone: (613) 237-2570

Standard Banks

The following banks are located at headquarters:

EDC-S-1
Employee Personnel Record — IND = 604

EDC-S-2
Staffing

EDC-S-3
Attendance and Leave

EDC-S-4
Pay and Benefits

EDC-S-5
Training and Development

EDC-S-6
Official Languages

EDC-S-7
Occupational Health and Safety

EDC-S-8
Security Clearances

EDC-S-10
Discipline

EDC-S-11
Performance Review and Employee Appraisals

EDC-S-12
Travel and Relocation

EDC-S-13
Parking

EDC-S-15
Conflict of Interest

EDC-S-17
Identification and Building Pass Cards

Department of External Affairs

Please address all requests for formal access to:

Privacy Co-ordinator
Bureau of Communications
Department of External Affairs
1st Floor, Tower A
Lester B. Pearson Building
125 Sussex Drive
Ottawa Ontario
K1A 0G2
Telephone: (613) 992-9273

Central Bank

The following bank is located at headquarters:

EA-C-P10
Personnel Administration: Non-External Affairs Appointments

The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees, other than employees of the Department of External Affairs. The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics, and administrative posting arrangements for the individual. The information is in the form of memoranda, correspondence, and biographical data cards. The records are used to organize the employee's posting arrangements, with respect to the administrative arrangements, and any contracts or commitments between the individual, his department, organization or agency and External Affairs. Information is retained in the bank for two years after the completion of the individual's posting. Access will not be permitted without adequate proof of identity and written confirmation of the Department's approval where the information is to be viewed on departmental premises.

IND = 750/DATE = 84-04-01

Standard Banks

The following banks are located at headquarters and in the missions abroad:

EA-S-1
Employee Personnel Record — IND = 3,000

EA-S-2
Staffing

EA-S-3
Attendance and Leave

EA-S-4
Pay and Benefits

EA-S-5
Training and Development

EA-S-6
Official Languages

EA-S-7
Occupational Health and Safety

EA-S-8
Security Clearances

EA-S-9
Grievances

EA-S-10
Discipline

EA-S-11
Performance Review and Employee Appraisals

EA-S-12
Travel and Relocation

EA-S-13
Parking

EA-S-14
Motor Vehicle Accidents

EA-S-15
Conflict of Interest

EA-S-16
Employee Assistance

EA-S-17
Identification and Building Pass Cards

Particular Banks

The following banks are located at headquarters and in missions abroad:

EA-P-P10
Personnel Administration — Locally-Engaged Staff

The purpose of this bank is to retain information relating to those personnel policies and procedures which concern staff engaged by Canadian missions in the countries where the missions are located, as well as the administrative arrangements made for: establishment reviews, classification of positions, pay and benefits, health insurance plans, pension plans and separation gratuity, staff relations, and income tax and other deductions. The data content of the bank includes: appointments, appraisals, attendance and leave, classification, selection, education, exclusion, geographic location, language, pay, insurance, personal characteristics, personal history, safety and health, security, separation, training and travel. Individual personal records are maintained at posts abroad, but much of the information is transmitted to Ottawa to enable the Department to comply with Treasury Board requirements for reports and establishment reviews, National Revenue tax regulations, the *Financial Administration Act*, and to ensure the efficient administration of health and pension plans. The information is used at missions to make decisions concerning employment, promotion, discipline and termination. The records at the mission are destroyed six months after the employee leaves the service of the mission, unless there is a continuing administrative need to retain the information. Information on the headquarters records is retained for the duration of employment plus one year, after which it is transferred to the Public Archives for retention until the individual has reached the age of seventy or until one year after death if no further action is pending or is expected that would require retention of the records for a longer period. Access will not be permitted without adequate proof of identity, and written confirmation of the Department's approval where the information is to be viewed on Departmental premises.

IND = 2,400/DATE = 84-04-01

EA-P-P20
External Affairs: Security and Personal Safety of Employees

The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. The records provide a current security and safety profile of each post. Information in the bank is supplied by federal government employees and third-party sources in Canada and abroad. Information contained in the bank is restricted to data relevant to the security and safety of federal government employees and former employees. Individual employees would only be mentioned incidentally, for instance as the source of information; they would not be the reason for assembling material in this bank. The information is retained by External Affairs indefinitely. Access will not be permitted without adequate proof of identity, and written confirmation of Departmental approval where information is to be viewed on the premises of the Department.

DATE = 84-04-01

Farm Credit Corporation

Please forward all requests for formal access to:

National Director
Administrative and Personnel
Services
Farm Credit Corporation
434 Queen Street
Postal Station 'D'
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

Standard Banks

The following banks are located at headquarters:

FCC-S-1
Employee Personnel Record — IND = 700

FCC-S-2
Staffing

FCC-S-3
Attendance and Leave

FCC-S-4
Pay and Benefits

FCC-S-5
Training and Development

FCC-S-6
Official Languages

FCC-S-7
Occupational Health and Safety

FCC-S-8
Security Clearances

FCC-S-9
Grievances

FCC-S-10
Discipline

FCC-S-11
Performance Review and Employee Appraisals

FCC-S-12
Travel and Relocation

FCC-S-13
Parking

FCC-S-14
Motor Vehicle Accidents

FCC-S-15
Conflict of Interest

FCC-S-16
Employee Assistance

FCC-S-17
Identification and Building Pass Cards

Federal Business Development Bank

Please address requests for formal access to:

Privacy Co-ordinator
Federal Business Development
Bank
901 Victoria Square
Montreal, Quebec
H2Z 1R2
Telephone: (514) 283-3375

Particular Banks

FBDB-P-P10
Head Office, Region and Branch Personnel Bank

This bank covers all employees of the Federal Business Development Bank. It contains applications for employment, employment documents, references, and records of personal characteristics including: age, sex, social insurance number, and address. Performance appraisals, classifications, salaries, correspondence and memoranda, attendance and leave records education and training, employment history, language status, and separation data are also included. The records used to authorize and record hirings, appointments, transfers, promotions, demotions, classification, salaries, terminations of employment, access requests and other documentation providing a cumulative record of an individual's employment with the Bank may also be included. Records (except for access requests which are retained for two years) are retained for six years from the date they have become inactive.

DATE = 84-04-01

FBDB-P-P20
Health Information

This bank covers former and existing employees, as well as staff applicants whose applications for employment have been favourably considered. It contains personal and medical history and summary of findings. Records are used in assisting the Health Centre in advising employees on personal health matters. Records of staff applicants, as well as former employees, are retained for six years.

DATE = 84-04-01

FBDB-P-P30
Pay, Pension and Group Insurance Bank

This bank covers active, resigned and retired employees including survivors of deceased employees and deceased retired employees. It also covers resigned employees who will eventually receive a pension from the Bank. It contains personal information of employees and eligible dependents including salary rates and remunerations paid, forms of authorization for deductions, registration, amendment forms and documents related to insurance coverage and pension fund, appropriate documentation covering all aspects of government legislated payroll requirements and correspondence. Records are used to issue payments in respect of all types of earnings and related deductions, and to report such information to appropriate level authorities. Pension records are kept for 55 years after they have become inactive. Other records are kept for six years after they have become inactive.

DATE = 84-04-01

FBDB-P-P40
Head Office Recruitment Bank

This bank contains information on applicants for employment at Head Office. Information includes the staffing request, candidate applications, interview memoranda, correspondence, and selection decision. The main use of the information is to assess suitability of candidates to positions requiring staffing. Information is retained for two years from date of completion of process. Applications resulting in an engagement are transferred to the head office Personnel Bank.

DATE = 84-04-01

FBDB-P-P50
Relocation or Transfer Information Bank

This bank includes all employees who have been subjected to inter-office transfer involving a physical relocation of the employee's principal residence. The file contains information on financial assistance provided by the employer and correspondence relating to the transfer. The records are used to monitor payment of assistance to employees. Records are merged with employees file two years from the date the transactions are completed. Employee files are part of the personnel bank.

DATE = 84-04-01

FBDB-P-P60
Insurance Claim Information Bank

This bank contains employee claims against the Group Life Insurance Plan, the Optional Group Life Plan and the Optional Group Accident Plan. It may also contain data on Supplementary Health Insurance claims in the event of a dispute between the employee and the insurer. The bank contains claim forms, certificates required, correspondence and memoranda. Records are retained for six years from the date they become inactive.

DATE = 84-04-01

FBDB-P-P70
Regional Recruitment Bank

This bank contains information on applicants for employment within each region. Information includes the staffing request, candidate applications, interview memoranda, correspondence, and selection decision. The main use of the information is to assess suitability of candidates to positions requiring staffing. Information is retained for two years from date of completion of process. Applications resulting in an engagement are transferred to the Regional Personnel Bank.

DATE = 84-04-01

FBDB-P-P80
Regional Register of Case Counsellors

This bank contains information on retired persons who are registered with the Bank as counsellors under the CASE Counselling Program. Information includes name, address, education, past occupation, professional experience, language competence, availability to travel, preferred types of assignments, and references. The main use of the bank is to provide information to regional co-ordinators on the qualifications and experience of registered counsellors with a view to matching the relevant experience of the counsellor to the counselling needs of the applicant business. Records are retained for six years from the date they have become inactive.

DATE = 84-04-01

Department of Finance

Please address all requests for formal access to:

Privacy Co-ordinator
Finance Canada
23rd floor, Place Bell Canada
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 992-6921

Standard Banks

FIN-S-1
Employee Personnel Record

FIN-S-2
Staffing

FIN-S-3
Attendance and Leave

FIN-S-4
Pay and Benefits

FIN-S-5
Training and Development

FIN-S-6
Official Languages

FIN-S-7
Occupational Health and Safety

FIN-S-8
Security Clearances

FIN-S-9
Grievances

FIN-S-10
Discipline

FIN-S-11
Performance Review and Employee Appraisals

FIN-S-12
Travel and Relocation

FIN-S-13
Parking

FIN-S-14
Motor Vehicle Accidents

FIN-S-15
Conflict of Interest

FIN-S-16
Employee Assistance

FIN-S-17
Identification and Building Pass Cards

Department of Fisheries and Oceans

The Department of Fisheries and Oceans and the Canadian Saltfish Corporation are grouped together in the employee section, as they share common personnel and administrative services. Please address all requests for formal access to:

Privacy Co-ordinator
Fisheries and Oceans
7th Floor West
240 Sparks Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-2935

Standard Banks

The following banks are located at headquarters and in the regions:

F&O-S-1
Employee Personnel Record

F&O-S-2
Staffing

F&O-S-3
Attendance and Leave

F&O-S-4
Pay and Benefits

F&O-S-5
Training and Development

F&O-S-6
Official Languages

F&O-S-7
Occupational Health and Safety

F&O-S-8
Security Clearances

F&O-S-9
Grievances

F&O-S-10
Discipline

F&O-S-11
Performance Review and Employee Appraisals

F&O-S-12
Travel and Relocation

F&O-S-13
Parking

F&O-S-14
Motor Vehicle Accidents

F&O-S-15
Conflict of Interest

F&O-S-16
Employee Assistance

F&O-S-17
Identification and Building Pass Cards

Foreign Investment Review Agency

Please address requests for formal access to:

Privacy Co-ordinator
Foreign Investment Review Agency
P.O. Box 2800
Postal Station "D"
Ottawa, Ontario
K1P 6A5
Telephone: 995-9603

Standard Banks

FIRA-S-1
Employee Personnel Record

FIRA-S-2
Staffing

FIRA-S-3
Attendance and Leave

FIRA-S-4
Pay and Benefits

FIRA-S-5
Training and Development

FIRA-S-6
Official Languages

FIRA-S-7
Occupational Health and Safety

FIRA-S-8
Security Clearances

FIRA-S-9
Grievances

FIRA-S-10
Discipline

FIRA-S-11
Performance Review and Employee Appraisals

FIRA-S-12
Travel and Relocation

FIRA-S-13
Parking

FIRA-S-14
Motor Vehicle Accidents

FIRA-S-15
Conflict of Interest

FIRA-S-16
Employee Assistance

FIRA-S-17
Identification and Building Pass Cards

Great Lakes Pilotage Authority, Limited

Please address all requests for formal access to:

Director of Administration
Great Lakes Pilotage Authority
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Telephone: (613) 933-2995

Standard Banks

The following banks are located at headquarters:

GLPA-S-1
Employee Personnel Record — IND = 132

The records of former employees are retained by the Great Lakes Pilotage Authority for seven years following termination of employment, rather than being transferred to Public Archives.

GLPA-S-2
Pay and Benefits

Particular Bank

The following bank is located at headquarters:

GLPA-P-P10
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely.

IND = 100/DATE = 84-04-01

Immigration Appeal Board

Please address requests for access to:

Privacy Co-ordinator
Immigration Appeal Board
116 Lisgar Street
3rd Floor
Ottawa, Ontario
K1A 0K1
Telephone: (613) 995-6486

Standard Banks

IAB-S-1
Employee Personnel Record

IAB-S-2
Staffing

IAB-S-3
Attendance and Leave

IAB-S-4
Pay and Benefits

IAB-S-5
Training and Development

IAB-S-6
Official Languages

IAB-S-7
Occupational Health and Safety

IAB-S-8
Security Clearances

IAB-S-9
Grievances

IAB-S-10
Discipline

IAB-S-11
Performance Review and Employee Appraisals

IAB-S-12
Travel and Relocation

IAB-S-13
Parking

IAB-S-14
Motor Vehicle Accidents

IAB-S-15
Conflict of Interest

IAB-S-16
Employee Assistance

IAB-S-17
Identification and Building Pass Cards

Department of Indian Affairs and Northern Development

Please forward requests for formal access to the Departmental Privacy Co-ordinator or to the Regional Privacy Co-ordinator at the appropriate regional offices as follows:

Privacy Co-ordinator
Department of Indian Affairs
and Northern Development
14th Floor, North Tower
10 Wellington Street
Hull, Québec
K1A 0H4
Telephone: (819) 997-9258

Indian Affairs Regional Offices:

Atlantic

P.O. Drawer 160
Amherst, Nova Scotia

Ontario

Sir Arthur Meighen Building
55 St. Clair Avenue East
Toronto, Ontario
M4T 2P8

Québec

320, est rue Saint-Joseph
P.O. Box 3725
Saint-Roch, Québec
G1K 7Y2

Manitoba

275 Portage Ave., Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan

2332-11th Ave.
Regina, Saskatchewan
S4P 2G7

Alberta

9942-108th Street
Edmonton, Alberta
T5K 2J5

British Columbia

P.O. Box 10061
Pacific Centre Ltd.
700 West Georgia St.
Vancouver, B.C.

Northwest Territories

P.O. Box 2760
4914-50th St.
Yellowknife, N.W.T.
X0E 1H0

Yukon

Federal Building, Room 305
Whitehorse, Y.T.
Y1A 2B5

Northern Affairs Regional Locations

Northwest Territories

P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3

Yukon

200 Range Road
Whitehorse, Y.T.
Y1A 3V1

Standard Banks

The following banks are located at headquarters and in the regions, except as noted:

INA-S-1
Employee Personnel Record — IND = 6,104

INA-S-2
Staffing — IND = 6,104

INA-S-3
Attendance and Leave — IND = 6,104

INA-S-4
Pay and Benefits — IND = 6,104

INA-S-5
Training and Development — IND = 6,104

INA-S-6
Official Languages

INA-S-7
Occupational Health and Safety — IND = 71

INA-S-8
Security Clearances — IND = 2,900
Headquarters only

INA-S-9
Grievances — IND = 225

INA-S-10
Discipline — IND = 48

INA-S-11
Performance Review and Employee Appraisals — IND = 6,104

INA-S-12
Travel and Relocation — IND = 705

INA-S-13
Parking — IND = 143
Headquarters only

INA-S-14
Motor Vehicle Accidents

INA-S-15
Conflict of Interest

INA-S-16
Employee Assistance — IND = 42

INA-S-17
Identification and Building Pass Cards — IND = 6,104

Industry, Trade and Commerce

Please forward all requests for formal access to:

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Department of Insurance

Please address requests for formal access to:

Senior Administrative Officer
Finance and Administration Branch
15th floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0H2
Telephone: (613) 593-4363

Standard Banks

The following banks are located at headquarters:

INS-S-1
Employee Personnel Record — IND = 250

INS-S-2
Staffing

INS-S-3
Attendance and Leave

INS-S-4
Pay and Benefits

INS-S-5
Training and Development

INS-S-6
Official Languages

INS-S-7
Occupational Health and Safety

INS-S-8
Security Clearances

INS-S-9
Grievances

INS-S-10
Discipline

INS-S-11
Performance Review and Employee Appraisals

INS-S-12
Travel and Relocation

INS-S-13
Parking

INS-S-14
Motor Vehicle Accidents

INS-S-15
Conflict of Interest

INS-S-16
Employee Assistance

INS-S-17
Identification and Building Pass Cards

International Development Research Centre

Please address requests for formal access to:

Privacy Co-ordinator
International Development Research Centre
15th Floor
60 Queen Street
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163

IDRC-P-P10
Personnel Records

This bank serves to maintain personal information on current and past employees of the International Development Research Centre. It contains personal history, application for employment, employment contract, classification, pay, security, appraisals, appeals, promotions, transfers, training, attendance, leave, insurance and superannuation, and termination data. The records are used to provide a cumulative record of an individual's employment with the Centre. The files are currently arranged by names in alphabetical order. Records are retained until an ex-employee reaches the age of 70.

IND = 1,200/DATE = 84-04-01

IDRC-P-P20
Human Resources Inventory

This bank exists to maintain an inventory of applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, interview results, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. The files are currently arranged by names in alphabetical order. Records are retained for a period of one year from the date of application.

IND = 2,500/DATE = 84-04-01

IDRC-P-P30
Medical Records

This bank records the medical history of the employees of the International Development Research Centre. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by names in alphabetical order. These records are retained until an ex-employee reaches the age of 70.

IND = 950/DATE = 84-04-01

Department of Justice

Please forward all requests for formal access to:

Privacy Co-ordinator
Department of Justice
Room 420
Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Standard Banks

The following banks are located at headquarters:

JUST-S-1
Employee Personnel Record — IND = 1,250

JUST-S-2
Staffing

JUST-S-3
Attendance and Leave

JUST-S-4
Pay and Benefits

JUST-S-5
Training and Development

JUST-S-6
Official Languages

JUST-S-7
Occupational Health and Safety

JUST-S-8
Security Clearances

JUST-S-9
Grievances

JUST-S-10
Discipline

JUST-S-11
Performance Review and Employee Appraisals

JUST-S-12
Travel and Relocation

JUST-S-13
Parking

JUST-S-14
Motor Vehicle Accidents

JUST-S-15
Conflict of Interest

JUST-S-16
Employee Assistance

JUST-S-17
Identification and Building Pass Cards

Department of Labour

Please forward all requests for formal access to:

Privacy Co-ordinator
Director General
Administrative Policy and Services
Labour Canada
10th Floor, Tower 2
Place du Portage
Hull, Quebec
K1A 0J2
Telephone: (613) 997-3908

Central Bank

LAB-C-P10
Government Employees Compensation Records

This bank contains the accident claims records of government and crown corporation employees only. The records include reports of accidents including medical documents, claims for compensation, correspondence and records of monies paid. They are used to establish validity of compensation claims and to determine monetary entitlements. Files are retained for three years after the claim is settled and then the complete file is microfilmed.

IND = 180,000/DATE = 84-04-01

Access

A proof of identification may be required before access is granted. Please forward requests for access to the appropriate regional office:

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station A
Moncton, N.B.
E1C 8T8

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
Room 101
200 Dorchester Blvd. West
Montreal, Quebec
H2Z 1X4

Great Lakes Region

Regional Director
Labour Canada
Mezzanine, Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Building
400-303 Main Street
Winnipeg, Manitoba
R3C 3G7

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th floor
Vancouver, B.C.
V6B 2P2

Standard Banks

The following banks are located at headquarters and in the regions:

LAB-S-1
Employee Personnel Record — IND = 840

LAB-S-2
Staffing

LAB-S-3
Attendance and Leave

LAB-S-4
Pay and Benefits

LAB-S-5
Training and Development

LAB-S-6
Official Languages

LAB-S-7
Occupational Health and Safety

LAB-S-8
Security Clearances

LAB-S-9
Grievances

LAB-S-10
Discipline

LAB-S-11
Performance Review and Employee Appraisals

LAB-S-12
Travel and Relocation

LAB-S-13
Parking

LAB-S-14

Motor Vehicle Accidents

LAB-S-15
Conflict of Interest

LAB-S-16
Employee Assistance

LAB-S-17
Identification and Building Pass Cards

Laurentian Pilotage Authority

Please address all requests for formal access to:

Director of Personnel
Laurentian Pilotage Authority
Cote 1080 Beaver Hall Hill
Suite 1804
Montreal, Quebec
H2Z 1S8
Telephone: (514) 283-6320

Standard Banks

LPA-S-1
Employee Personnel Record — IND = 100
The records of former employees are retained indefinitely by the Laurentian Pilotage Authority rather than being transferred to Public Archives.

LPA-S-3
Attendance and Leave — IND = 100

LPA-S-4
Pay and Benefits — IND = 100

LPA-S-11
Performance Review and Employee Appraisals — IND = 100

Particular Banks

The following bank is located at headquarters only:

LPA-P-P10
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely.

IND = 81/DATE = 84-04-01

Law Reform Commission of Canada

Please address all requests for formal access to:

Access to Information and Privacy Co-ordinator
Law Reform Commission of Canada
Room 844
Varette Building
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Standard Banks

The following banks are located at headquarters:

LRC-S-1
Employee Personnel Record

LRC-S-3
Attendance and Leave

LRC-S-12
Travel and Relocation

LRC-S-13
Parking

LRC-S-17
Identification Cards

Medical Research Council of Canada

Please address requests for formal access to:

Privacy Co-ordinator
Medical Research Council
Room 2012
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7703

Standard Banks

The following banks are located at headquarters:

MRC-S-1
Employee Personnel Record — IND = 55

MRC-S-2
Staffing

MRC-S-3
Attendance and Leave — IND = 55

MRC-S-4
Pay and Benefits

MRC-S-5
Training and Development

MRC-S-6
Official Languages — IND = 55

MRC-S-9
Grievances

MRC-S-10
Discipline

MRC-S-11
Performance Review and Employee Appraisals

MRC-S-12
Travel and Relocation — IND = 10

MRC-S-13
Parking — IND = 15

National Arts Centre Corporation

Please address all requests for formal access to:

Privacy Co-ordinator
National Arts Centre Corporation
Room 701
85 Albert Street
Ottawa, Ontario
K1P 5W1
Telephone: (613) 996-5051

Standard Banks

The following banks are located at headquarters:

NAC-S-1
Employee Personnel Record — IND = 500

NAC-S-2
Staffing

NAC-S-3
Attendance and Leave

NAC-S-4
Pay and Benefits

NAC-S-5
Training and Development

NAC-S-6
Official Languages

NAC-S-7
Occupational Health and Safety

NAC-S-9
Grievances

NAC-S-10
Discipline

NAC-S-11
Performance Review and Employee Appraisals

NAC-S-12
Travel and Relocation

NAC-S-13
Parking

NAC-S-14
Motor Vehicle Accidents

NAC-S-15
Conflict of Interest

NAC-S-16
Employee Assistance

NAC-S-17
Identification and Building Pass Cards

Particular Banks

The following bank is located at headquarters:

NAC-P-P10
Labour Canada

The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period.

DATE = 84-04-01

National Capital Commission

Please forward all formal requests for access to:

Access to Information and
Privacy Co-ordinator
National Capital Commission
161 Laurier Avenue West
13th Floor
Ottawa, Ontario
K1P 6J6
Telephone: (613) 996-4926

Standard Banks

NCC-S-1
Employee Personnel Record

NCC-S-2
Staffing

NCC-S-3
Attendance and Leave

NCC-S-4
Pay and Benefits

NCC-S-5
Training and Development

NCC-S-6
Official Languages

NCC-S-7
Occupational Health and Safety

NCC-S-8
Security Clearances

NCC-S-9
Grievances

NCC-S-10
Discipline

NCC-S-11
Performance Review and Employee Appraisals

NCC-S-12
Travel and Relocation

NCC-S-13
Parking

NCC-S-14

Motor Vehicle Accidents

NCC-S-15
Conflict of Interest

NCC-S-16
Employee Assistance

NCC-S-17
Identification and Building Pass Cards

Department of National Defence

Please forward all requests for formal access to:

Privacy Co-ordinator
National Defence Headquarters
Room 911, East Tower
L'Esplanade Laurier
Ottawa, Ontario
K1A 0K2
Telephone: (613) 992-7173

Standard Banks

The following banks are located at headquarters:

ND-S-1
Employee Personnel Record — IND = 37,000

ND-S-2
Staffing

ND-S-3
Attendance and Leave

ND-S-4
Pay and Benefits

ND-S-5
Training and Development

ND-S-6
Official Languages

ND-S-7
Occupational Health and Safety

ND-S-8
Security Clearances

ND-S-9
Grievances

ND-S-10
Discipline

ND-S-11
Performance Review and Employee Appraisals

ND-S-12
Travel and Relocation

ND-S-13
Parking

ND-S-14
Motor Vehicle Accidents

ND-S-15
Conflict of Interest

ND-S-16
Employee Assistance

ND-S-17
Identification and Building Pass Cards

ND-S-18
Affirmative Action

ND-S-19
Personal Harrassment

Particular Banks

ND-P-P10
National Defence Fingerprint File

This bank of information is maintained for verification of identity purposes only. The following information is held on all members of the Canadian Forces and civilian employees of the Department: fingerprints, SIN, name, date and place of birth, colour of hair and eyes, height, weight, complexion, date and place of fingerprinting, as well as dates of all previous employment with the Canadian Forces, RCMP, or public service. Records are accessible by providing name, SIN, and one rolled fingerprint as proof of identity. Records are retained by the Department in the case of military personnel until the individual reaches age 75 and in the case of civilian employees until termination of employment.

IND = 400,000/ADP = m/DATE = 84-04-01

ND-P-P30
Non Public Fund (NPF) Personnel Index Card

This bank contains employee's SIN, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and NPF benefit plans applicable. Files are restricted to NPF permanent employees by unit of employment and are used to verify information submitted by units and for statistical purposes. Records are accessible by providing full name, SIN, date of birth. Records are retained for statistical purposes only for three calendar years after termination of employment.

IND = 1,380/ADP = m/DATE = 84-04-01

ND-P-P40
Non Public Fund Employees Employed in CF Bases and Stations — 5923

The purpose of this bank is to maintain a record of correspondence relating to the career of NPF employees employed in bases and stations of the Canadian Forces and those employed directly by DGPS. It contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including SIN, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention. Records are accessible by providing full name, SIN, date of birth, period of employment and location of employment. Files are retained for one calendar year after termination of employment, then transferred to the National Personnel Records Centre, Public Archives of Canada.

IND = 37,000/ADP = m/DATE = 84-04-01

ND-P-P60

Non Public Fund Employees of Canadian Forces and Personnel Applicant and Benefit Programs File — 1685-88

This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name, SIN, date of birth and periods of employment. Records are retained for five calendar years.

IND = 14,500/ADP = m/DATE = 84-04-01

ND-P-P90

Personnel Recruiting and Selection 5000-0005,08,10-12,14,-18,22,23,25,29,30,32,34,36. 280/cl-1, 45/401,5900-45/401

This file is used for the administration of personnel employed in the Canadian Forces Recruiting System. The records contain routine information relating to transfers and postings, and occasionally information relating to unsuitability for employment in the area of recruiting. Records in this bank relate only to employees in the Recruitment Program. Records are accessible by providing full name and SIN. Records are retained for three calendar years.

IND = All CF Members/ADP = c/DATE = 84-04-01

ND-P-P100

Military Personnel Master File

The purpose of this automated data bank is for personnel management of the Canadian Forces. It is also used for replying to requests for certain specific personnel information on a controlled basis. It contains such data as the name, rank, social insurance number, military occupation, marital status, educational level, language, trade and rank qualifications, duty location, engagement plan and service history for every member of the Regular Force. Similar but fewer data elements are maintained for all members of the Reserve Force. Regular Force personnel receive a resumé of the data held on them on a scheduled basis (CF 490). Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by SIN number. Records are retained indefinitely as year-end files for statistical purposes.

IND = All CF Members/ADP = c/DATE = 84-04-01

ND-P-P110

Chaplain Service — 5110-5111

This bank contains the records of Protestant and Roman Catholic chaplains in the Canadian Forces, as well as correspondence on subjects of interest and concern to them. It is used as a guide to actions affecting chaplains and their work. Records are accessible by providing full name, SIN, rank, and denomination. Records are retained for three years.

IND = 182/ADP = m/DATE = 84-04-01

ND-P-P120

Management Files — Service Income Security Insurance Plan (SISIP)

The purpose of this bank is to maintain a record of death and/or disability information for current and former members of the Canadian Forces who are SISIP participants, including benefits payable or reasons for rejection. It contains Canadian Forces death notifications, pertinent medical details concerning disabilities and SISIP Claim Forms submitted by claimants. Records are accessible by providing full name, SIN, date of birth, rank, and MOC/classification. Records are retained for five calendar years.

ADP = m/DATE = 84-04-01

ND-P-P130

Management Files — Designation of Additional Dependants Remuneration Supplement Claim and Hospital/Medical Claims Outside of Canada

The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage. It contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's full name, SIN, date of birth, rank, MOC/classification. Records are retained for two calendar years.

ADP = m/DATE = 84-04-01

ND-P-P140

Medical Records — 5227

This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of active medical treatment. In certain designated areas, isolated and semi-isolated units, the bank may contain records of active medical treatment for dependants of serving members. The data includes medical histories, special medical examinations, tests, comments and opinions. The records serve as a reference source for medical treatment and career medical/administrative decisions. Records are accessible by providing full name, SIN, rank, date of birth and MOC/classification. Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's SIN. One year after a member's release from the CF, records are transferred to National Personnel Records Centre, Public Archives of Canada.

IND = All CF Members/DATE = 84-04-01

ND-P-P150

Dental Records

This bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, SIN, rank, MOC/classification. One year after member's release from the CF, records are transferred to the National Personnel Records Centre, Public Archives of Canada.

IND = All CF Members/ADP = m/DATE = 84-04-01

ND-P-P170

Social Work Services — 5851

This bank records professional social work cases, and contains professional social work information on clients. Any military person, including members of his/her family, requiring social work services is identified in this bank, which is used to assist clients, for professional orientation and for teaching for Human Reliability Program clearance. Records are accessible by providing member's full name, SIN, rank, and MOC/classification. Files are retained for five calendar years.

ADP = m/DATE = 84-04-01

ND-P-P180

Welfare Bank — 5850

This bank contains information on any military person who has failed to settle a private debt and the creditor has used the Department of National Defence, Ottawa, Canada as his initial contact. It is used to record any action taken. This information serves as an aid in financial counselling, including lectures and seminars, posters, and press releases. Individuals identified in this bank receive copies of correspondence. Records are accessible by providing full name, SIN, rank, and MOC/classification. Records are retained for five years.

ADP = m/DATE = 84-04-01

ND-P-P190

Career Medical Review Board

The purpose of this file is to record the decisions made by Career Medical Review Board convened to decide the disposition of serving members of the Regular Force and of the Reserve Force on Class "C" Reserve Service whose medical category is below the standard required for employment in their classification/trade for Majors and below. It also includes data on members who are fit to perform their duties with and without restrictions. It contains the member's medical category, recommendations of military medical authorities, Command Officer, Command Surgeon, Director Postings and Careers, Personnel Officers Selection Report (in some cases), a medical statement prepared by the Surgeon General's staff and board decisions. Individuals identified are members of the Regular Force and of the Reserve Force on Class "C" Reserve Service who are disabled or unfit to perform their duties. Records are accessible by providing full name, SIN, rank, and MOC/classification. Files are held for statistical purposes for five calendar years.

IND = All CF Officers/ADP = m/DATE = 84-04-01

ND-P-P200

Canadian Forces Personnel Applied Research Information Data Bank

This automated data bank contains data on recruiting, selection, training and employment in the Canadian Forces (CF) and serves as a guide in personnel research. The information is demographic and biographic, concerning classification, assessment, and employment. Individuals identified are applicants to CF, CF serving members, and former CF members. Records are retrievable by SIN. Records are retained for 25 years.

IND = 250,000/ADP = c/DATE = 84-04-01

ND-P-P210

Officers' Career File 5076-1

The purpose of this bank is to record information and background data to reply to queries concerning release or conversion of periods of service of officers of the Regular and Reserve Force. Records are accessible by providing full name, SIN, rank, date of query and MOC. Files are retained for ten calendar years.

IND = All Officers/ADP = m/DATE = 84-04-01

ND-P-P220

Post Graduate Training Selection Board

The purpose of this bank is to record the findings of an annual Selection Board convened to select officers of the Regular Force and Primary Reserve who apply for post graduate training. It contains the findings of the board, letters of dispostion to each of the sponsors, current selection criteria and the resulting posting instructions. Only those officers who apply for this training are included. Records are accessible by providing full name, SIN, rank and classification. Records are retained for three calendar years.

ADP = m/DATE = 84-04-01

ND-P-P230

University Training Plan (Officers) Selection Board

The purpose of this bank is to record the findings of an annual Selection Board convened to select Regular Force officers who apply for training under the University Training Plan. It contains the proceedings and findings of the Board, letters of disposition to each applicant and resulting posting instructions. Only officers who apply for this training are included. Records are accessible by providing full name, SIN, rank, classification and year of applica- tion. Records are retained for three calendar years.

ADP = m/DATE = 84-04-01

ND-P-P240

Military Medical Training Plan Selection Board

The purpose of this bank is to record the findings of an annual Selection Board convened to select officers who apply for training under the Military Medical Training Plan. It contains board proceedings and findings, letters of disposition to applicants, and resulting posting instructions. Only officers who apply for this training are included. Records are accessible by providing full name, SIN, rank, classification and year of application. Records are retained for statistical purposes only for three calendar years.

ADP = m/DATE = 84-04-01

ND-P-P250

Military Legal Training Plan Selection Board

The purpose of this bank is to record the findings of an annual Selection Board convened to select officers who apply for training under the Military Legal Training Plan. It contains the findings of the Board, letters of disposition to each applicant and resulting posting instructions. Only officers who apply for this training are included. Records are accessible by providing full name, SIN, rank, classification and year of application. Records are retained for statistical purposes for three calendar years.

ADP = m/DATE = 84-04-01

ND-P-P260

Military Dental Training Plan Selection Board

The purpose of this bank is to record the findings of an annual Selection Board convened to select officers for training under the Military Dental Training Plan. It contains board proceedings and findings, letters of disposition to applicants, and resulting posting instructions. Records are accessible by providing full name, SIN, rank, classification and year of application. Records are retained for statistical purposes for three calendar years.

ADP = m/DATE = 84-04-01

ND-P-P270
Canadian Forces Command and Staff College Selection Board

The purpose of this bank is to record the findings of an annual Selection Board convened to select officers to attend Command and Staff College. It contains lists of officers selected, the selection criteria used in the current year, the findings of the board and, in some cases, the resulting posting instructions. Records are accessible by providing full name, SIN, rank, classification and year of application. Records are retained for five years for statistical purposes and are then passed to National Personnel Record Centre, Public Archives of Canada.

ADP = m/DATE = 84-04-01

ND-P-P280
University Training Plan (Other Ranks)

This bank records the recommendations of the annual Other Rank University Training Plan Selection Board. It contains applications from Other Ranks, Board recommendations and the resulting posting instructions. Individuals identified are Other Ranks who have applied to participate in the program. Records are accessible by providing full name, SIN, rank and MOC. Records are retained for three years.

ADP = m/DATE = 84-04-01

ND-P-P290
Ceremonies and Celebrations — Centennials — 1110

The purpose of this bank is to establish and maintain a historical record of certain limited DND ceremonial activities, both military and civilian. This bank contains records pertaining to military honours, parliamentary ceremonies, ceremonies concerning ships, buildings, royalty, governor general, cities,, bilingualism, colleges and related activities such as centennials. Individuals identified are members of the Canadian Forces and civilian employees. The files serve as reference material on precedence, historical plans and reports, and questions and responses which could result in amendments to or writing of new orders. Records are accessible by providing full name, SIN, date of birth, rank and MOC. Records are retained for ten calendar years.

ADP = m/DATE = 84-04-01

ND-P-P300
Official Languages — 1211

This bank provides a record of DND's official languages programs containing data on policy, education, training, complaints, and staffing. Individuals identified are military personnel and civilian employees of DND. Files are used as an inventory and as a guide to official languages policy and planning. Records are accessible by providing full name, SIN, date of birth, rank and MOC/classification. Records are retained for ten calendar years.

IND = 50/ADP = m/DATE = 84-04-01

ND-P-P310
Official Languages — Language Requirements — Civilian — 1212

The Official Languages Information System (OLIS) and the Language Training Module (LTM) were established by the Treasury Board in 1973 and 1983 respectively to be used in the implementation, control, audit and evaluation of the Official Languages Plan, both for the public service as a whole and for individual departments. The departmental OLIS contains basic data and information on the language requirements of civilian positions and the linguistic profiles of their incumbents. LTM contains basic data and information on the language training provided for civilian employees at government expense. Information on positions may be obtained by indicating the appropriate position numbers, and information regarding incumbents may be accessed with the appropriate social insurance number (LTM) and position number (OLIS). Data stored in OLIS and LTM remains there until it is removed.

IND = 37,000/ADP = m/DATE = 84-04-01

ND-P-P320
Official Languages — Language Requirements — Military — 1213

This bank is used to identify and maintain bilingual DND military positions. Individuals identified are military personnel of DND. Records are accessible by providing full name, SIN, rank and MOC/classification. Records are retained for ten calendar years.

IND = m/DATE = 84-04-01

ND-P-P330
Suggestion Award Program — 1341

The purpose and use of this bank is to govern and control the DND Suggestion Award Program and its participating organizations. It contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, suggestions and personal information from individuals and statistical data. Individuals identified are military personnel and civilian employees of DND. Records are accessible by providing full name, SIN, and date of suggestion and/or award. Accepted suggestions under $1,000 are retained for three years and over $1,000 for five years. Rejected suggestions are retained for three years.

IND = 500/ADP = m/DATE = 84-04-01

ND-P-P340
Merit Award Program — 1342

The purpose of this bank is to administer the DND Merit Award Program. It contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Individuals identified are military personnel and civilian employees of DND. The bank is used to process Merit Award nominations for consideration by the DND Merit Award Committee and Incentive Award Board. Records are accessible by providing full name, SIN, date of birth, rank, MOC/classification and date of nomination and/or award. Records are retained for three calendar years.

IND = 500/ADP = m/DATE = 84-04-01

ND-P-P350
Information Services — 1350

This bank is a record of general internal and external correspondence concerning DND and the Canadian Forces. It contains general information on Canadian Forces activities including publicity, recruiting, ceremonies, visits, NATO, UN, training, equipment and personnel matters, some of which are of personal nature. Individuals identified are military personnel and civilian employees of DND. Files are used as reference material by staff officers co-ordinating the public information aspect of projects, programs, ceremonies or other activities of the Canadian Forces. Records are accessible by providing full name, SIN, date of birth, rank and MOC/classification. Records are held for five calendar years.

IND = m/DATE = 84-04-01

ND-P-P360

General Administration and Management — 1000

The purpose and use of this bank is to maintain correspondence and memoranda pertaining to general administration. The bank contains comments on DND general administrative proposals, studies, courses and decisions taken for members of the CF and civilian employees. Records are accessible by providing full name, SIN, date of birth, rank and MOC/classification. Records are retained for five calendar years.

ADP = m/DATE = 84-04-01

ND-P-P370

Accidents (Safety Programs) — 1005

The purpose of this automated data bank is to compile data on accidents involving injury to military and civilian DND personnel or property damage exceeding $500. It does not include accident data on DND specialist safety program reports. The data is used by all management levels to provide analytical bases for decisions on loss control measures, training requirements, equipment safety matters and safety program direction. Coded data includes nature of injuries, type and causes of the accident. Once entered in the data bank, the individual Accident Prevention Reports (form CF 663) are destroyed. Records are accessible by providing full name, SIN, date of birth, rank, MOC/classification, and year of accident. Records are retained for two calendar years.

IND = 100/ADP = m/DATE = 84-04-01

ND-P-P380

Releases, Pensions, Retirements — 5705, 5706, 5585, 5740

This bank records data regarding the application of release and retirement policies. Individual records contain release authorities, gratuity data, severance pay data, superannuation and pension data. Records are accessible by providing full name, SIN, rank, MOC/Classification, and year of release. All released Canadian Forces (CF) personnel are identified in this bank. It is used for policy research regarding releases and retirements. Records are retained for five calendar years.

IND = All Released CF Personnel/ADP = m/DATE = 84-04-01

ND-P-P390

Minutes of Proceedings of Courts Martial

Records contained in this bank pertain to members of the Canadian Forces and its civilian component serving abroad. The minutes of proceedings of a court martial are prepared pursuant to Section 174 of the *National Defence Act*, and are a verbatim record of all testimonies, pleadings, decisions, findings and sentences of a court martial, including all exhibits in the form of documents. They are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes, including appeals to the severity of the sentence and review by the Judge Advocate General. Records are accessible by providing year of Court Martial, full name, SIN, rank, and MOC/classification. Records are retained for ten calendar years and then transferred to National Personnel Records Centre, Public Archives of Canada.

ADP = m/DATE = 84-04-01

ND-P-P400

Military Personnel — Grievance File — 5000-12

The purpose of this bank is to record applications for redress of grievance submitted by members of the Canadian Forces in accordance with Regulations and Orders made pursuant to the *National Defence Act* and also to record the decision made in respect of those grievances. Records are filed in accordance with SIN, name, rank, MOC/Classification and year of grievance. The files are retained for five years and then destroyed.

ADP = m/DATE = 84-04-01

ND-P-P410

Boards of Inquiry — 1080

This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiries or of the Investigating Officer. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken. Records are filed in accordance with SIN, name, rank, MOC/Classification and year of incident. The files are retained for three years. Injury investigations are held until the members are released from CF and are then transferred to the National Personal Records Centre, Public Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre.

ADP = m/DATE = 84-04-01

ND-P-P420

Complaints and Irregularities — 1170

This bank serves as a record of complaints and irregularities relating to personnel employed by DND and follow-up staff action. It contains investigation reports and any subsequent redress action for military personnel and civilian employees of DND. Records are accessible by providing full name, SIN, date of birth, rank and MOC/classification. Records are retained for three calendar years.

IND = 40/ADP = m/DATE = 84-04-01

ND-P-P440

Military Police Investigation Case Files

This bank contains personal information on individuals who have been involved in an incident or a criminal or security offence investigated by the Miltary Police. Also this bank records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening as well as for research, planning, evaluation and statistical purposes. This information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. The records in this bank are retained for a minimum of fifty years, however, they may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence. Persons are identified by a social insurance number, name and initials, and the report in which they are mentioned is identified by the assigned crime file index number for the investigation, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper documents as well as on micro-film and in automated form. This bank is designated by the Governor in Council as an exempt personal information bank pursuant to Section 18(1) of the *Privacy Act* on the basis of Section 22 of the Act.

IND = 3,000/ADP = m/DATE = 84-04-01
EXEMP = 22(a)(i)

ND-P-P450

Unit Military Personnel Bank

The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. It contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets and general employment information. Records which are not superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, SIN, rank, and MOC/classification. One year after a member's release from the CF records are transferred to the National Personnel Records Centre, Public Archives of Canada. Reserve Force records are transferred to NPRC three years after release.

ADP = m/DATE = 84-04-01

ND-P-P460

Confidential Personal File (Officers/Other Ranks)

The purpose of this bank is to maintain a record of significant information regarding the service of members of the Regular and Class C Reserve components of the Canadian Forces from enrolment to retirement. The CPF is used by career managers in personnel career planning. It contains copies of correspondence and documents relating to an individual's career, eg., enrolment, previous service, career résumé, educational certificates/ reports of academic achievement, Canadian Forces Course Reports, language proficiency data, letters of reference, course joining instructions, consent to serve forms, current statement of service, posting/TD messages, promotion, re-engagement (and career development plans), decorations, remuster, leave preference at CRA, retirement option, notice of intended release, release instructions, and personal enquiries, medical documentation such as CMRB Referral Forms/Disposition Slips, reports of injuries, and CF 2088, documentation regarding security/HRP clearance, counselling and probation, conduct sheets, civil convictions (except those for which pardons granted), results of courts martial, requests for special consideration, PSO reports, RSWO reports, requests for compassionate posting. Combat Arms trades may have additional documentation such as: Statements of Understanding, Regimental re-Badging, LOTRP applications and approvals, Delegated Authority, Promotion, recommendations and approvals, Screenings for Overseas Duty and/ or Instructional/Recruiting duty. Records are accessible by providing full name, SIN, rank, MOC/classification and date of release. Records are deposited with Public Archives Canada, National Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces.

IND = All CF Members/ADP = m/DATE = 84-04-01

ND-P-P470

Performance Evaluation Report File

The purpose of this bank is to maintain a record of performance on the job for members of the Regular Force and members of the Reserve Force on Class "C" Reserve service. It contains Performance Evaluation Reports, course reports and, if applicable, records of flying time. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions. Records are retained for one year after the individual's release, and are then transferred to Public Archives for retention until eventual disposal. Records are accessible by providing full name. SIN, rank, MOC and date of release if applicable.

IND = All CF Members/ADP = m/DATE = 84-04-01

ND-P-P480

Corps/Squadron Cadet Personnel Files

The purpose of this bank is to maintain information on members of the Royal Canadian Sea/Army/Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. It contains CF 1158 - Application for Membership in the Cadet Organizations, CR 910 - CF Statement of Medical Fitness Cadet Applicant, CF 1364 - Sea, Army, Air Cadet Course Report, records of appointment, promotion, training program qualification courses and cruises. The personnel file is used for career management of members. Records are accessible by providing full name, date of birth, SIN, Corps/Squadron number, title, location. Records are retained for three years from date of release.

IND = All Cadet Members/ADP = m/DATE = 84-04-01

ND-P-P490

Officers Merit Board Merit Listings

The purpose of this bank is to record the officers merit listings resulting from the deliberations of Officer Merit Boards convened annually to rate officers in order of merit as a result of assessing each officer as to performance and potential. The merit listings are employed to select officers for promotion to the next higher rank, attendance on courses, suitability for employment and conversion of terms of service. The information in this listing includes, for each individual, only: SIN; name; initials; National Representation Group; sub-classification, age; current rank, seniority date, promotion zone entry date, non-effective strength date and remarks. Records are used for the promotion year to which they apply and then are retained for 20 years for statistical purposes.

ADP = m/DATE = 84-04-01

ND-P-P500

Other Ranks Merit Board Merit Listings

The purpose of this bank is to record the Other Ranks merit listings resulting from the deliberations of the Other Ranks Merit Boards convened annually to rate Other Ranks in order of merit as a result of assessing each individual as to performance and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on courses, university training, specialized employment and conversion of terms of service. The information in this listing includes, for each individual, only: SIN; rank; name; trade; National Representation Group; secondary language; seniority, enrolment, birth and release dates; sex; merit score; rank qualification and time in rank. Records are used for the promotion year to which they apply and then are retained for 20 years for statistical purposes.

ADP = m/DATE = 84-04-01

ND-P-P510

Personnel Files — Training

The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools except Military Colleges and Staff Colleges. The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Files are used to permit the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. Records are accessible by providing full name, SIN, rank, MOC/Classification, course attended and school where course was taken. Records are destroyed after one year as the information is incorporated into a formal course report which is retained on the member's PER file for the duration of the individual's career. An exception to this is the files of Officer candidates at Canadian Forces Officer Candidate School, Chilliwack, B.C., where the files are maintained for three months and then forwarded to the Regional Office of the Public Archives of Canada, where they are held for three years.

DATE = 84-04-01

ND-P-P520

Command and Staff Course Student Files

The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and allied officers who attend the yearly ten month long command and staff course. The bank contains autobiographies, personal and administrative histories, assessments and gradings of written and spoken assignments, assessments of performance during specific tutorial discussions, periodic overall performance assessments and a record of all formal interviews with the student. The bank is used to provide documented justification for the content of each student's formal course assessment. Records are accessible by providing SIN, rank and full name. Records are maintained for one year at which time they are destroyed.

DATE = 84-04-01

ND-P-P530

Academic Records — Officers and Officer Cadets

The purpose of this bank is to maintain a record of academic results for officers and officer cadets who are attending or have attended a Canadian Military College (CMC). It contains results achieved by the subject during each year of attendance. Files are used for administrative and statistical purposes and cover approxiamtely 1,500 members usually. They are kept by the college Registrar. Records are accessible by providing the full name, social insurance and/or college number and the year(s) in attendance at the CMC. Records are maintained indefinitely for historical purposes.

DATE = 84-04-01

ND-P-P540

Squadron Personnel File — Officer Cadets

The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College (CMC). The Squadron Personal File contains reports of academic and military training, achievements, awards, counselling sessions, notes from academic advisors, administrative and disciplinary decisions. Files are used on a daily basis by squadron commanders and cover approximately 1,500 members on a continuous basis. RMC and RRMC files are accessible by providing the full name, social insurance and/or college number and the year(s) in attendance at the CMC. CMR Files are also accessible upon proper identification while the student is in attendance. Records are maintained for two years and then destroyed.

DATE = 84-04-01

ND-P-P550

Special Commissioning Plan

The purpose of this bank is to record the findings of a standing selection board established to select candidates to be commissioned under the Special Commissioning Plan. It pertains to Other Ranks who have applied to participate in the program and contains the candidates' application, the board findings, and the resulting selection/non-selection messages. Records are accessible by providing full name, SIN, rank, MOC and date of application. For statistical purposes records are kept for 20 calendar years.

DATE = 84-04-01

ND-P-P560

Commissioning from the Ranks Plan (CFR)

The purpose of this bank is to record the findings of an annual selection board convened to select candidates to be commissioned under the Commissioning of the ranks plan. It pertains to Other Ranks who have been nominated for commissioning under the plan and contains selection board proceedings and findings, and notifications of findings to candidates. Records are accessible by providing full name, SIN, rank, trade, and year of nomination. Board reports are retained for statistical purposes for 20 calendar years. Notification of board findings to candidates are retained for two calendar years.

DATE = 84-04-01

ND-P-P570

Limited Duty Officer (LDO) Program

The purpose of this bank is to record the findings of an annual selection board convened to select candidates to be commissioned under the Limited Duty Officer Program. This program was suspended in 1983. The bank pertains to Other Ranks who have been nominated to participate in the program. The bank contains findings of the boards for 1981, 1982 and 1983 only, along with resulting selection/non-selection messages. Records are accessible by providing full name, SIN, rank, MOC, and year of nomination. Records are retained for statistical purposes for five calendar years.

DATE = 84-04-01

ND-P-P580

Officer Candidate Training Plan (OCTP)

The purpose of this bank is to record the findings of an annual selection board convened to select candidates to be trained under the Officer Candidate Training Plan (Military). It pertains to Other Ranks who have applied for commissioning under this program. The bank contains selection board proceedings and findings and notifications of board findings to applicants. Records are accessible by providing full name, SIN, rank, trade, and year of application. Board Reports are retained for statistical purposes for 20 calendar years. Selection/non-selection messages are retained for two calendar years.

DATE = 84-04-01

ND-P-P590

Requests From and Disclosure to Investigative Bodies

The purpose of this bank is to maintain a record of all requests submitted by investigative bodies, as listed in Schedule II of the Privacy Regulations, to the Department of National Defence under Section 8(2)(e) of the same Act. These requests are initiated for the purpose of law enforcement or for carrying out a lawful investigation. Also contained in this bank are the replies to such requests and information related to their processing. The bank is used to report on the number of requests received annually under Section 8(2)(e) of the *Privacy Act* to the Privacy Commissioner. Information is retained for two years after date of last correspondence. Records are available by providing full name, SIN, rank and MOC Classification.

DATE = 84-04-01

ND-P-P600

Headquarters Documents Microfile

The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel. It contains such data as the name, social insurance number, religion, date and province of birth, citizenship, province of birth of parents, address on enrolment, language information, marital status on enrolment, sex and year of birth of dependent children, dependants' language of instruction preference, statements of Reserve Service, proof of change of name, Oath or Affirmation on enrolment and statements of understanding. Records are retrievable by SIN number. Records are passed to D Pers A, where they are retained for approximately one month after release from the Canadian Forces and then transferred to the National Personnel Records Centre, Public Archives of Canada.

DATE = 84-04-01

ND-P-P610

Judge Advocate General's Files/Service Estates

The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were serving on Class "B" or "C" Reserve Service. The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of the correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. Additionally, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, SIN and date of death. The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, Public Archives of Canada.

DATE = 84-04-01

ND-P-P620

Provision of Legal Aid to Members of the Canadian Forces 5510-1

The purpose of this bank is to document the provision of personal legal adivce by legal officers of the Canadian Forces to members of the Canadian Forces and U.S. military personnel serving in Canada. The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, SIN and location of the interview. The files are held for a period of two years.

DATE = 84-04-01

ND-P-P630

Pay Records File

The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular) and personnel on Class C Reserve service. This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. The bank contains, for individuals, records of their pay and allowances entitlements, deductions such as income tax, pension contributions, CPP and UIC contributions, hospital and medical plan and acquittance roll payments, and third party pay allotments. Records are accessible by providing SIN and full name. The contents of Master Pay Records are microfilmed on a regular basis and retained for 54 years.

DATE = 84-04-01

ND-P-P640

Pension File

The purpose of this file is to determine superannuation benefits of members of the Canadian Forces (Regular) upon release. The bank contains proofs of prior service, pension election forms, copies of vital statistics of CF members and their dependants, pension observations, and correspondence concerning pensions. Records are accessible by providing SIN and full name. Records are retained by Director Pay Services until the member is released, at which time they are forwarded to the National Personnel Records Centre, Public Archives of Canada.

DATE = 84-04-01

National Energy Board

Please forward all requests for formal access to:

Privacy Co-ordinator
National Energy Board
473 Albert Street
Room 1002
Ottawa, Ontario
K1A 0E5
Telephone: (613) 993-6936

Standard Banks

The following banks are located at headquarters:

NEB-S-1
Employee Personnel Record — IND = 500

NEB-S-2
Staffing

NEB-S-3
Attendance and Leave

NEB-S-4
Pay and Benefits

NEB-S-5

Training and Development

NEB-S-6
Official Languages

NEB-S-7
Occupational Health and Safety

NEB-S-8
Security Clearances

NEB-S-9
Grievances

NEB-S-10
Discipline

NEB-S-11
Performance Review and Employee Appraisals

NEB-S-12
Travel and Relocation

NEB-S-13
Parking

NEB-S-15
Conflict of Interest

NEB-S-16
Employee Assistance

NEB-S-17
Identification and Building Pass Cards

National Farm Products Marketing Council

Please address all requests for formal access to:

Privacy Co-ordinator
National Farm Products
Marketing Council
2nd floor
Centre Building
300 Sparks Street
Ottawa, Ontario
K1R 7S3
Telephone: (613) 995-2297

Standard Banks

NFPMC-S-1
Employee Personnel Record

NFPMC-S-2
Staffing

NFPMC-S-3
Attendance and Leave

NFPMC-S-4
Pay and Benefits

NFPMC-S-5
Training and Development

NFPMC-S-6
Official Languages

NFPMC-S-8
Security Clearances

NFPMC-S-10
Discipline

NFPMC-S-11
Performance Review and Employee Appraisals

NFPMC-S-13
Parking

NFPMC-S-15
Conflict of Interest

NFPMC-S-16
Employee Assistance

NFPMC-S-17
Identification and Building Pass Cards

National Film Board

Please address all requests for formal access to:

Privacy Co-ordinator
National Film Board
3155 Cote de Liesse
P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5
Telephone: (514) 333-3157

Particular Banks

NFB-P-P10
Personnel Files

This bank provides all the information on each staff member, old and new, of the NFB. The file contains: C.V. or application form, results of the language test, evaluation, classification, salary, fringe benefits, etc. The information is maintained on paper and magnetic tapes and is retained in accordance with Public Archives of Canada policies.

IND = 1,075/ADP = h/DATE = 84-04-01
LOC = Montreal

The Department of National Health and Welfare

Standard Banks

The following banks are located either in headquarters or in the regions as indicated. Requests for access should be addressed as follows:

For enquiries concerning the Official Languages bank on all employees of National Health and Welfare:

Privacy Co-ordinator
Room 2100
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7681

For enquiries concerning the security clearance bank on all employees:

Chief, Security
Clearance Division
Administrative Services
Directorate
Department of National Health
and Welfare
Room 574
Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

For enquiries concerning other standard banks:

Pacific Region employees:

Pacific Region Personnel
Services
Health and Welfare Canada
Suite 1660
800 Burrard Street
Vancouver, B.C.
V6Z 2K1

Employees in the Atlantic provinces:

Atlantic Region Personnel
Services
Health and Welfare Canada
Suite 1124
5152 Duke Street
Halifax, N.S.
B3J 1P4

Employees in the Quebec region:

Quebec Region Personnel
Office
National Health and Welfare Canada
15 Henderson Street
Quebec, Quebec
G1K 7L5

Employees in the Ontario region:

Ontario Region Personnel
Office
Health and Welfare Canada
789 Don Mills Road
Don Mills, Ontario
M3C 1T5

Employees in the Prairie region:

Prairie Region Personnel
Office
Health and Welfare Canada
1st floor, 303 Main Street
Winnipeg, Manitoba
R3C 3G7

Employees in the Alberta Region:

Alberta Region Personnel
Office
Health and Welfare Canada
Room 914, Liberty Building
10506 Jasper Avenue
Edmonton, Alberta
T5J 2W9

Employees in the National Capital Region:

Personnel Unit J.M.
(Medical Services)
Room 1128
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

Personnel Unit B.C.
(Welfare)
Room 1024
Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

HWC-S-1
Employee Personnel Record — IND = 10,000

HWC-S-2
Staffing

HWC-S-3
Attendance and Leave Record and Forms

HWC-S-5
Training and Development

HWC-S-6
Official Languages
Headquarters only

HWC-S-7
Occupational Health and Safety

HWC-S-8
Security Clearances
Headquarters only

HWC-S-9
Grievances
Headquarters only

HWC-S-10
Discipline
Headquarters only

HWC-S-11
Performance Review and Employee Appraisals
Headquarters only

HWC-S-16
Employee Assistance

Particular Banks

HWC-P-P10
Departmental Complaints File (Employees) Headquarters only

Information in the bank includes ***Canadian Human Rights Act*** complaints and antidiscrimination complaints forwarded to the Department of National Health and Welfare. Records in the bank apply to all employees of the Department of National Health and Welfare who have filed formal complaints and are used in the event of further developments. Files are kept for three years.

IND = 30/ADP = m/DATE = 84-04-01

HWC-P-P30
Managerial and Confidential Exclusions Records

The purpose of this information bank is to record data on employees excluded from collective bargaining. Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. Records in the bank apply to all NHW employees excluded from collective bargaining for managerial or confidential reasons. This bank is used to maintain a register of employees excluded from collective bargaining.

IND = 900/ADP = m/DATE = 84-04-01

National Museums of Canada

Please forward all requests for formal access to:

Privacy Co-ordinator
Office of the Assistant
Secretary-General
Corporate Management
National Museums of Canada
21st Floor, West Tower
L'Esplanade Laurier
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8
Telephone: (613) 995-1461

Standard Banks

The following banks are located at headquarters and in the constituent museums:

NMC-S-1
Employee Personnel Record — IND = 1,000

NMC-S-2
Staffing

NMC-S-3
Attendance and Leave

NMC-S-4
Pay and Benefits

NMC-S-5
Training and Development

NMC-S-6
Official Languages

NMC-S-8
Security Clearances

NMC-S-9
Grievances

NMC-S-10
Discipline

NMC-S-11
Performance Reviews and Employee Appraisals

NMC-S-12
Travel and Relocation

NMC-S-15
Conflict of Interest

NMC-S-17
Identification and Building Pass Cards

National Parole Board

Please address all requests for formal access to:

Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

Standard Banks

The following banks are located at headquarters:

NPB-S-1
Employee Personnel Record — IND = 1,000

NPB-S-2
Staffing — IND = 300

NPB-S-3
Attendance and Leave — IND = 1,000

NPB-S-4
Pay and Benefits — IND = 1,000

NPB-S-5
Training and Development — IND = 300

NPB-S-6
Official Languages — IND = 300

NPB-S-8
Security Clearances — IND = 500

NPB-S-9
Grievances

NPB-S-10
Discipline

NPB-S-11
Performance Review and Employee Appraisals — IND = 300

NPB-S-12
Travel and Relocation — IND = 250

NPB-S-13
Parking — IND = 205

NPB-S-17
Identification and Building Pass Cards — IND = 500

National Research Council of Canada

Please address requests for formal access to:

Privacy Co-ordinator
National Research Council
Room W-125
Building M-58
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-0541

Standard Banks

The following banks are located at headquarters and also in the regions where noted:

NRC-S-1
Employee Personnel Record — IND = 2,060/Regions
Headquarters and Regions

NRC-S-2
Staffing — IND = 1,500
Headquarters and Regions

NRC-S-3
Attendance and Leave — IND = 3,030
Headquarters and Regions

NRC-S-4
Pay and Benefits

NRC-S-5
Training and Development — IND = 90
Headquarters and Regions

NRC-S-6
Official Languages — IND = 837

NRC-S-8
Security Clearances — IND = 2,220

NRC-S-9
Grievances — IND = 65

NRC-S-11
Performance Review and Employee Appraisals — IND = 130

NRC-S-12
Travel and Relocation — IND = 3,330
Headquarters and Regions

NRC-S-13
Parking — IND = 473

NRC-S-14
Motor Vehicle Accidents — IND = 70

NRC-S-15
Conflict of Interest — IND = 55

NRC-S-17
Identification and Building Pass Cards
Headquarters and Regions

Department of National Revenue — Customs and Excise

Please forward all requests for formal access to:

Privacy Co-ordinator
Revenue Canada, Customs and Excise
7th Floor
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
Telephone: (613) 593-5102

Standard Banks

The following banks are located at headquarters and in the regions:

RC-CE-S-1
Employee Personnel Record — IND = 10,500

RC-CE-S-2
Staffing

RC-CE-S-3
Attendance and Leave

RC-CE-S-4
Pay and Benefits

RC-CE-S-5
Training and Development

RC-CE-S-6
Official Languages

RC-CE-S-7
Occupational Health and Safety

RC-CE-S-8
Security Clearances

RC-CE-S-9
Grievances

RC-CE-S-10
Discipline

RC-CE-S-11
Performance Review and Employee Appraisals

RC-CE-S-12
Travel and Relocation

RC-CE-S-13
Parking

RC-CE-S-14
Motor Vehicle Accidents

RC-CE-S-15
Conflict of Interest

RC-CE-S-16
Employee Assistance

RC-CE-S-17
Identification and Building Pass Cards

Particular Banks

RC-CE-P-P10
Customs and Excise College Student Records

The purpose of this bank is to maintain records required in the administration of the Customs and Excise College. Data includes examination results, course reports, biographical information prepared by the student, and a report to the work unit pertaining to performance on the course. This information is maintained on current and former students of the Customs and Excise College. It is used to evaluate performance and to assist in career planning and work assignments.

IND = 2,998/ADP = m/DATE = 84-04-01

RC-CE-P-P20
Managerial and Confidential Exclusions

Recorded data on employees who have been excluded or who have been proposed for exclusion from collective bargaining on the basis of their duties and responsibilities to their employer. Information includes effective date of exclusion, bargaining unit identification, position number and title, employee group and level, organizational location and the rationale on which the employee was excluded. The information bank provides a complete listing of all managerial and confidential exclusions in the department and is the only official department record of exclusion status. Notice of acceptance or objection — three years; exclusion case files — five years.

IND = 1,300/ADP = c/DATE = 84-04-01

RC-CE-P-P30
Internal Investigations

The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement in violations of Customs and Excise legislation or of other laws which could adversely affect the interests of the Department. The files contain investigative reports and correspondence between departmental officials in respect to the confirmation or refutation of allegations against employees. Individuals identified in this bank are current or former employees who have been investigated. The information is used to determine an appropriate course of action, including recovery of stolen funds, disciplinary action against individuals or prosecution, and to comply with the *Public Officers Guarantee Regulations* and the *Public Service Terms and Conditions of Employment Regulations*. Files are retained for a minimum of five years.

DATE = 84-04-01

Department of National Revenue — Taxation

Please address requests for access to one of the following addresses as appropriate:

Headquarters

Director-General
Personnel Directorate
Revenue Canada-Taxation
Head Office
Room 437
88 Metcalfe Street
Ottawa, Ontario
K1A 0L8

Telephone: (613) 995-3883

Regions

Atlantic

Regional Personnel Office
2000 Barrington Street
Suite 800
Cogswell Tower
Halifax, N.S.
B3J 3K1

Quebec

Regional Personnel Office
National Revenue Building
305 Dorchester Blvd. West
Montreal, Quebec
H2Z 1A6

Ontario

Regional Personnel Office
383 Richmond St.
Suite 1312
London, Ontario
N6A 3C4

Western

Regional Personnel Office
Shell Centre 4th Floor
4000-4th Avenue S.W.
Calgary, Alberta
T2P 0J4

Standard Banks

The following banks are located at headquarters and also in the regions:

RC-T-S-1
Employee Personnel Record — IND = 15,500

RC-T-S-2
Staffing

RC-T-S-3
Attendance and Leave — IND = 15,500

RC-T-S-4
Pay and Benefits — IND = 15,500

RC-T-S-5
Training and Development — IND = 5,200

RC-T-S-6
Official Languages — IND = 15,500

RC-T-S-7
Occupational Health and Safety — IND = 15,000
Headquarters and Regions

RC-T-S-8
Security Clearances — IND = 9,100

RC-T-S-9

Grievances — IND = 700

RC-T-S-10
Discipline

RC-T-S-11
Performance Review and Employee Appraisals — IND = 15,500

RC-T-S-12
Travel and Relocation — IND = 6,000

RC-T-S-13
Parking — IND = 750

RC-T-S-14
Motor Vehicle Accidents — IND = 40

RC-T-S-15
Conflict of Interest — IND = 600

RC-T-S-16
Employee Assistance — IND = 75

RC-T-S-17
Identification and Building Pass Cards — IND = 20,000
Headquarters and Regions

Particular Banks

RC-T-P-P10
Taxation Time/Production Reporting System

The purpose of this information bank is to maintain time/production utilization data on all continuing departmental employees as well as term/casual employees. Data contained in this bank pertains to weekly activities performed by each employee and includes time/production activity by classification and subclass, plus non-compliance and unreported time/production reports. Individuals identified in this bank are all employees of Revenue Canada-Taxation. This bank is used to provide managers and management information systems with information regarding time/production utilization of departmental employees through a series of reports. An individual report containing one employee's activities for the current fiscal year to date is produced on request. Access will not be permitted without adequate proof of identification and/or authority.

IND = 17,300/ADP = c/DATE = 84-04-01

RC-T-P-P20
Taxation Employee Classification Audit Report Files

The purpose of this information bank is to provide a record of all classification audits completed. Each file contains information as to the extent of audit coverage, record of interviews with employees whose position was audited, findings of the audit, recommendations for corrective action and summary of final interview with management. The extent of audit may also include organization anomalies, acting pay situations, job descriptions and evaluations for casual/term and secretarial positions within the organization audited. Audits are conducted in 31 locations across Canada. Access will not be permitted without adequate proof of identification and/or authority. Records in the bank are maintained for a period of two years.

IND = 1,500/ADP = m/DATE = 84-04-01

RC-T-P-P30
Taxation Management Audit Departmental Operations and Staff Matters Bank

This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Records in the bank are retained for five years.

ADP = m/DATE = 84-04-01

RC-T-P-P40
Taxation Leave and Overtime Reporting System

The purpose of this information bank is to maintain detailed Leave, Overtime, and Shiftwork data on all continuing departmental employees, as well as term employees over six months, of district offices and head office. Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year, commencing April 1979. Individuals identified in this bank are all employees of Revenue Canada-Taxation with the exception of terms under six months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Department of Supply and Services, to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

IND = 16,200/ADP = c/DATE = 84-04-01

Natural Sciences and Engineering Research Council

The Natural Sciences and Engineering Research Council (NSERC) and the National Research Council (NRC) share common personnel services. Most of the files on employees are kept at NSERC, except those on Official languages which are kept at NRC. For the bank number on Offical Languages, please refer to the heading "National Research Council" in this section of the Index.

Enquiries concerning the Official Languages Bank and the Standard Banks listed below should be addressed to:

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
4th Floor, 200 Kent Street
Ottawa, Ontario
K1A 1H5

Standard Banks

NSERC-S-1
Employee Personnel Record — IND = 150

NSERC-S-2
Staffing

NSERC-S-3
Attendance and Leave

NSERC-S-4
Pay and Benefits

NSERC-S-8
Security Clearances

NSERC-S-9
Grievances

NSERC-S-11
Performance Review and Employee Appraisals

NSERC-S-12
Travel and Relocation

NSERC-S-17
Identification and Building Pass Cards

Northern Canada Power Commission

Please address all requests for formal access to:

Privacy Co-ordinator
Northern Canada Power Commission
7909-51 Avenue
P.O. Box 5700
Station L
Edmonton, Alberta
T6C 4J8
Telephone: (403) 465-3377

Standard Banks

The following banks are located at headquarters and in the regions:

NCPC-S-1
Employee Personnel Record

NCPC-S-2
Staffing

NCPC-S-3
Attendance and Leave

NCPC-S-4
Pay and Benefits

NCPC-S-7
Occupational Health and Safety

NCPC-S-9
Grievances

NCPC-S-10
Discipline

NCPC-S-11
Performance Review and Employee Appraisals

NCPC-S-12
Travel and Relocation

NCPC-S-15
Conflict of Interest

NCPC-S-16
Employee Assistance

Northern Pipeline Agency

Please address all requests for formal access to:

Headquarters

The Comptroller
Northern Pipeline Agency
130 Albert Street
15th floor, Varette Building
Ottawa, Ontario
K1P 5G4
Telephone: (613) 992-9793

Operational Office

Deputy Administrator
Policy and Programs
Northern Pipeline Agency
4th floor, Shell Centre
400-4th Avenue Southwest
Calgary, Alberta
T2P 0J4

Standard Banks

NPA-S-1
Employee Personnel Record

NPA-S-3
Attendance and Leave

NPA-S-4
Pay and Benefits

NPA-S-12
Travel and Relocation

Particular Banks

The following bank is located at both the Ottawa and Calgary offices:

NPA-P-P10
Contingency Payment Plan

This bank contains the number and name of senior employees of the Northern Pipeline Agency who are entitled to this loss of office contingency payment as well as negotiations with the Treasury Board on how the plan was derived. In order to compensate senior employees who agree to remain with the Agency until the completion of its responsibilities or until the responsibilities of their position have been met and have more than two years of continuous service (Surveillance staff who have a total of not less than two years service are also entitled to this payment), the Agency will pay to those employees, on termination of employment, an amount equivalent to 13% of total salary paid. The organizational unit responsible for this personal information bank is the Office of the Administrator. Individuals in this bank are identified by name and records are retained in this bank for an indefinite period. Any enquiries concerning this bank should be addressed to the Comptroller at headquarters in Ottawa, or the Deputy Administrator, Policy and Programs, at the Operational office in Calgary.

IND = 17/ADP = m/DATE = 84-04-01

Pacific Pilotage Authority

Please address all requests for formal access to:

Secretary
Pacific Pilotage Authority
605-1200 West Pender Street
Vancouver, B.C.
V6E 2T9
Telephone: (604) 666-6771

Standard Banks

The following banks are located at headquarters:

PPA-S-1
Employee Personnel Record — IND = 100
The records of former employees are retained by the Pacific Pilotage Authority for seven years following termination of employment, rather than being transferred to Public Archives.

PPA-S-3
Attendance and Leave

PPA-S-4
Pay and Benefits

Particular Bank

The following bank is located at headquarters:

PPA-P-P10
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely.

IND = 53/DATE = 84-04-01

Pension Appeals Board

Please address formal requests for access to:

Privacy Co-ordinator
Pension Appeals Board
Room 420, Tower A
333 River Road
P.O. Box 8567
Ottawa, Ontario
K1G 3H9
Telephone: (613) 993-2047

Particular Banks

PAB-P-P10
Employee Records

The purpose of this bank is to maintain a general personnel information system. It contains records on appointments, attendance, leave, competitions, selection, education, pay, personal history and superannuation.

DATE = 84-04-01

Privy Council Office

The Privy Council Office, the Prime Minister's Office, the Office of the President of the Privy Council, the Office of the Leader of the Government in the Senate, and the Federal-Provincial Relations Office are grouped together in the employee information banks section as they share common personnel and administrative services.

Please forward all requests for formal access to:

Privacy Co-ordinator
Privy Council Office
Room 402
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 992-5245

Standard Banks

The following banks are located at headquarters:

PCO-S-1
Employee Personnel Record — IND = 600

PCO-S-2
Staffing

PCO-S-3
Attendance and Leave

PCO-S-4
Pay and Benefits

PCO-S-5
Training and Development

PCO-S-6
Official Languages

PCO-S-7
Occupational Health and Safety

PCO-S-9
Grievances

PCO-S-10
Discipline

PCO-S-11
Performance Review and Employee Appraisals

PCO-S-12
Travel and Relocation

PCO-S-13
Parking

PCO-S-14
Motor Vehicle Accidents

PCO-S-15
Conflict of Interest

PCO-S-16
Employee Assistance

Particular Banks

The following bank is located at headquarters:

PCO-P-P10
Security Clearance Investigation Bank

This bank includes the security clearance record of all employees of the PMO, PCO, FPRO, various Royal Commissions and Task Forces, the Office of the President of the Privy Council, the Office of the

Leader of the Government in the Senate, the Canadian Intergovernmental Conference Secretariat and employment agency personnel employed there. This bank contains Personal History Forms, fingerprint forms and record of criminal convictions (if any), record of security briefing, summary of RCMP field investigations and correspondence related to the security clearance process and the issuance of identification cards. (A notation of level of clearance may be included with the official personnel record.) Records in this bank are used to determine the level of security clearance and to issue identification cards and building passes, and may be used to assist in decisions on transfers and promotion. Records related to the issuance of identification cards are retained for six months after the card expires. Records related to the security clearance investigation process are kept for a minimum of three years after termination of employment and all are destroyed after five years.

DATE = 84-04-01

Public Archives of Canada

The Public Archives of Canada and the National Library of Canada are grouped together in the employee section as they share common personnel and administrative services.

Please forward all requests for formal access to:

Director
National Personnel Records Centre
Public Archives
Room 119
395 Wellington Street
Ottawa, Ontario
K1A 0N3
Telephone: (613) 992-0660

Central Banks

PAC-C-P10
PERSFILE Automated Index System

This bank contains the necessary information to positively identify and locate within the National Personnel Records Centre the records of former military and civilian employees of the federal government and of former members of the RCMP. This system, which is known as PERSFILE, exists in both computerized and microfiche forms. The computerized form contains surname and given names, identification number(s), date of birth, sex, rank and type of service (Military), last department and year of release (Civilian) and status field (whether record is or is not of historical value). The microfiche form contains surname and given names, date of birth and identification number(s). Information in this bank is used to locate specific records within the National Personnel Records Centre and is retained as long as the record itself is held within the Centre. Individuals seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth, identification number (S.I.N., service number, etc.) and periods of employment.

IND = 3,328,000/ADP = h/DATE = 84-04-01

PAC-C-P20
Former Civilian Employees — Personnel Record

This bank contains records created by the employing federal institutions on former civilian employees of the federal government. The contents of the bank are similar to or the same as those described in the 'Employee Personnel Record' in Part II of this section of the Index. All federal government institutions, except those noted in the lists of banks maintained by each institution, transfer to the National Personnel Records Centre, Public Archives Canada, the employee personnel record of former employees one year after termination of employment. In addition to the institutions listed in this Index, other current and defunct government institutions, as well as numerous Royal Commissions, transfer employee personnel records to the Public Archives. Records in this bank are used to verify decisions concerning government employees made during their employment with federal government institutions, to determine any employee benefits which may still result from that previous employment and to document a new employee personnel record in case of re-employment by a federal government institution. Records are retained until the former employee reaches 70 years of age, or one year after death, or permanently if judged to be of historical value. Former employees must indicate on the Record Access Request Form their full given names and surname (as well as maiden name where applicable), in addition to date of birth and periods of employment.

IND = 1,00,000/ADP = h/DATE = 84-04-01

PAC-C-P30
Former Civilian Employees — Public Service Commission Record

This bank contains records created by the Public Service Commission on former civilian employees of the federal government to record and provide information for purposes of inventory staffing. The data content includes appointment certificates (SAF, PAF); Data Stream printout; performance assessments; letters of recommendation; development and training courses; other personnel and organizational documents. The bank contains records on all former employees. The Public Service Commission transfers this record to the National Personnel Records Centre, Public Archives Canada, one year following termination of the individual's employment. Records in this bank are used to verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management. Records are retained until the former employee reaches 70 years of age, or one year after death, or permanently if judged to be of historical value. Former employees must indicate on the Record Access Request Form their full given names and surname (as well as maiden name where applicable), in addition to date of birth and periods of employment.

IND = 700,000/ADP = h/DATE = 84-04-01

PAC-C-P40
Former Civilian Employees — DSS Superannuation Record

This bank contains records created by the Department of Supply and Services, on former civilian employees of the federal government who received a cash settlement, to record all transactions affecting pensionable status under the *Public Service Superannuation Act*. The data content includes instruments of appointment, vital statistics documents, elections, notices, calculations, correspondence, computer print-outs, geographic location, pension and insurance benefits. The Department of Supply and Services transfers this record to the National Personnel Records Centre, Public Archives Canada, one year following termination of the individual's employment. Records in this bank are used to assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. Records are retained until the former employee reaches 70 years of age, or one year after death, or permanently if judged to be of historical value. Former employees must indicate on the Record Access Request Form their full given names and surname (as well as maiden name where applicable), in addition to date of birth and periods of employment.

IND = 500,000/ADP = h/DATE = 84-04-01

PAC-C-P50

Former Civilian Employees — National Health and Welfare Medical Records

This bank contains records created by National Health and Welfare, on former civilian employees of the federal government, to record health examinations. The data content includes physical examination reports, results of biochemical tests, x-rays, cardiograms, confidential sick leave reports, individual medical histories and consultants reports. The Department of National Health and Welfare transfers this record to the National Personnel Records Centre, Public Archives of Canada, one year following termination of the individual's employment. Records in this bank are used for health and statistical purposes such as job placement, retirement, sick leave, program development; when required by the Public Service Commission or Treasury Board (ie pre-employment and periodic examinations); and for other purposes as defined by the *Public Service Superannuation Act* and other legislation. Records are retained until the former employee reaches seventy years of age, or one year after death, or permanently if judged to be of historical value. Former employees must indicate on the Record Access Request Form their full given names and surname (as well as maiden name where applicable), in addition to date of birth and periods of employment.

IND = 100,000/ADP = h/DATE = 84-04-01

PAC-C-P60

Canadian Expeditionary Force (CEF) Routine Orders — World War I

This bank contains information on Canadian Expeditionary Force (CEF) personnel from 1914 to 1919. The data content includes personnel daily occurrence reports, individual's full name, service number, unit and period of service. The derivative uses of this bank are to authenticate service information on each individual for possible pay and other benefit claims and to verify inheritance and will claims. Records in this bank are retained indefinitely for research and administrative purposes. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with, and period of service.

IND = 620,000/ADP = m/DATE = 84-04-01

PAC-C-P70

Army Reserve Force Pay Lists (1920-1949)

This bank contains information on Army reserve personnel only. The data content includes name, service number, pay entitlements, unit served with and period of service. The derivative uses of this bank are to verify pay records and to settle superannuation claims with the Department of Supply and Services and possibly to buy back service. Records in this bank are retained for 54 years from date of compilation. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

IND = 120,000/ADP = m/DATE = 84-04-01

PAC-C-P80

Royal Canadian Air Force (RCAF) — Daily Routine Orders

This bank contains information on Royal Canadian Air Force (RCAF) personnel from 1924 to 1967. The data content includes personnel daily occurrence reports, individual's full name, service number, unit and period of service. The derivative uses of this bank are to authenticate service information on each individual for possible pay and other benefit claims and to verify inheritance and will claims. Records in this bank are retained indefinitely for research and administrative purposes. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

IND = 450,000/ADP = m/DATE = 84-04-01

PAC-C-P90

Canadian Army Wartime, Special Force and Regular Force — Part II Orders

This bank contains information on Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. The data content includes personnel daily occurrence reports, individual's full name, service number, unit and period of service. The derivative uses of this bank are to authenticate service information on each individual for possible pay and other benefit claims and to verify inheritance and will claims. Records in the bank are retained indefinitely for research and administrative purposes. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

IND = 912,000/ADP = m/DATE = 84-04-01

PAC-C-P100

Auxiliary Services Record — World War II

This bank contains information on Auxiliary Services Units personnel who served during World War II. The Auxiliary Services Units include: Fire Fighters; Red Cross Workers; Special Operators; War Correspondents; and Voluntary Aid Detachments.

The data content includes personal data and service details on individuals such as birth certificates, employment data and length and type of service. The derivative uses of this bank are to verify period of service and to determine eligibility for pension benefits. Records in this bank are retained indefinitely for research and administrative purposes.

Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number.

IND = 800/ADP = m/DATE = 84-04-01

PAC-C-P110

Thirty Day Trainees — World War II

This bank contains information on thirty day trainees who underwent their training during World War II. The data content includes full name, service number, unit, period and location of service and medical category. The derivative uses of this bank are to verify service information for the Department of Veterans Affairs for eligibility for pensions and other benefits as well as provide the individual with proof of service. Records in this bank are retained indefinitely for research and administrative purposes. Individuals seeking access to these records should provide their full given names and surname, service number and date of birth.

IND = 81,570/ADP = m/DATE = 84-04-01

PAC-C-P120

Royal Canadian Navy (RCN) Pay Record Sheets — World War II

This bank contains pay information on Royal Canadian Navy personnel who served during World War II. The data content includes full name, service number, pay entitlements and ships served on. The derivative uses of this bank are to verify pay records and settle any pay claims. Records in this bank are retained for 54 years from date of compilation. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on.

IND = 50,000/ADP = m/DATE = 84-04-01

PAC-C-P130
Newfoundland Forces — World War II

This bank contains information on some of the personnel who served with the Newfoundland Forces during 1939 to 1946. The data content includes full name, service number and unit served. The derivative uses of this bank are to verify length of service of Newfoundland Forces personnel during World War II and to substantiate period of service for pension purposes. Records in this bank are retained indefinitely for historical purposes. Individuals seeking access to these records should provide their full given names and surname, and service number.

IND = 7,881/ADP = m/DATE = 84-04-01

PAC-C-P140
Military Personnel Bank — World War I

This bank contains personal and medical/dental information on World War I military personnel. The data content may include enrolment documents, posting and promotion information, medical histories, tests and clinical reports, dental records, pay records, period and location of service, separation information, etc. The derivative uses of this bank are to authenticate service information for possible pension and other benefits as well as provide the individual with proof of service. These derivative uses may include the sharing of information with the Department of Veterans Affairs and the Department of National Defence. In addition, information in this bank may also be used for purposes of research, planning and statistics. Records in this bank are retained indefinitely for historical purposes. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service.

IND = 620,000/ADP = m/DATE = 84-04-01

PAC-C-P150
Reserve Force Pay Sheets (1948-1977)

This bank contains information on Reserve Force personnel only, covering the period from 1948 to 1977. The data content includes name, service number, pay entitlements, unit served with and period of service. The derivative uses of this bank are to verify service and pay of an individual to settle pay claims as well as provide the individual with proof of service for employment or pension purposes. Records in this bank are retained for 54 years from date of compilation. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

IND = 690,000/ADP = m/DATE = 84-04-01

PAC-C-P160
Military Personnel Bank — World War II, Special, Reserves and Regular Forces

This bank contains information on World War II military personnel, Special Forces personnel who served with the United Nations operation in Korea, Reserve Forces personnel (from 1946 to 1977) and Regular Force and Class C Reserve personnel. The data content may include enrolment documents, posting and promotion information, pay records, period and location of service, course reports, general employment information, separation documents, etc. Records of currently serving Regular Force and Class C Reserve personnel are transferred to the National Personnel Records Centre, Public Archives Canada, one year following termination of employment. The derivative uses of this bank are to authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. These derivative uses may include the sharing of information with the Department of Veterans Affairs and the Department of National Defence. In addition, information in this bank may also be used for purposes of research, planning and statistics. Records in this bank are retained: a) indefinitely for World War II and Special Forces personnel, b) for 70 years from date of birth of the individual for Reserve Force personnel and c) for 90 years from date of birth of the individual for Regular Force and Class C Reserve personnel. In addition, selected records of Reserve Force, Regular Force and Class C Reserve Force personnel may be retained indefinitely if judged to be of historical value. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

IND = 1,585,650/ADP = h/DATE = 84-04-01

PAC-C-P170
Medical/Dental Records — World War II, Special, Reserves and Regular Forces

This bank contains medical/dental information on World War II military personnel, Special Forces personnel who served with the United Nations operations in Korea, Reserve Forces personnel (from 1946 to 1977) and Regular Force and Class C Reserve personnel. The data content may include medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc., as well as dental records. Records of currently serving Regular Force and Class C Reserve personnel are transferred to the National Personnel Records Centre, Public Archives of Canada, one year following termination of employment. The derivative uses of this bank are to authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. These derivative uses may include the sharing of information with the Department of Veterans Affairs and the Department of National Defence. In addition, information in this bank may also be used for purposes of research, planning and statistics. Records in this bank are retained: a) indefinitely for World War II and Special Forces personnel, b) for 70 years from date of birth of the individual for Reserve Forces personnel and c) for 90 years from date of birth of the individual for Regular Force and Class C Reserve personnel. In addition, selected records of Reserve Force, Regular Force and Class C Reserve Force personnel may be retained indefinitely if judged to be of historical value. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

IND = 1,585,650/ADP = h/DATE = 84-04-01

PAC-C-P180
Microfiche Personal File — Regular Force and Class C Reserves

This bank contains limited personal information, in microfiche form only, of some Regular Force and Class C Reserve Personnel. The data content includes microfiche copies of correspondence and documents relating to an individual's career although the majority of this information will be held in its original form in Public Archives Bank PAC-C-P160 Military Personnel. The microfiche copies are transferred to the National Personnel Records Centre, Public Archives of Canada, one year after termination of employment. The use of this bank is to support decisions on pensions and other benefit entitlements. Records in this bank are retained for 90 years from date of birth of the individual. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

DATE = 84-04-01

PAC-C-P190

Service Pensions Bank — Regular Force

This bank contains information used to determine pension entitlements for Regular Force personnel. The data content includes information on pension benefits and identifies all Canadian Forces personnel who have contributed to a pension plan. Records in this bank are transferred to the National Personnel Records Centre, Public Archives Canada, one year after termination of employment. The derivative use of this bank is to support pension documentation and payment. Records in this bank are retained for 90 years from date of birth of the individual. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

IND = 335,000/ADP = h/DATE = 84-04-01

PAC-C-P200

Performance Evaluation Bank — World War II, Special, Reserves and Regular Forces

This bank contains records of performance on World War II military personnel, Special Forces personnel who served with the United Nations operations in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. The data content may include copies of Personal Evaluation Reports, Confidential Personal Assessments, Reports on Officers, Course Reports, etc. Records of Regular Force and Class C Reserve personnel are transferred to the National Personnel Records Centre, Public Archives Canada, one year following termination of employment. The bank was used to support decisions on transfers, promotion, demotion, discipline, retention, release and other administrative rulings. These uses may include the sharing of information with the Department of Veterans Affairs and the Department of National Defence. In addition, information in this bank may also be used for purposes of research, planning and statistics. Records in this bank are retained: a) indefinitely for World War II and Special Forces personnel, b) for 70 years from date of birth of the individual for Regular Force and Class C Reserve personnel. In addition, selected records of Reserve Force, Regular Force and Class C Reserve Force personnel may be retained indefinitely if judged to be of historical value. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

IND = 1,585,650/ADP = m/DATE = 84-04-01

Standard Banks

The following banks are located at headquarters:

PAC-S-1
Employee Personnel Record — IND = 1,400

PAC-S-2
Staffing

PAC-S-3
Attendance and Leave

PAC-S-4
Pay and Benefits

PAC-S-5
Training and Development

PAC-S-6
Official Languages

PAC-S-7
Occupational Health and Safety

PAC-S-8
Security Clearances

PAC-S-9
Grievances

PAC-S-10
Discipline

PAC-S-11
Performance Review and Employee Appraisals

PAC-S-12
Travel and Relocation

PAC-S-13
Parking

PAC-S-14
Motor Vehicle Accidents

PAC-S-15
Conflict of Interest

PAC-S-16
Employee Assistance

PAC-S-17
Identification and Building Pass Cards

Public Service Commission

Unless otherwise specified, all information banks listed for the Department are used for derivative purposes only. Current employees should seek access to their records through the personnel sections of their own employing department. Any exchange of records between an employing institution and the Public Service Commission will be arranged on behalf of employees by their personnel section. Please note that all banks are located at headquarters only.

Former employees and personnel sections in operating departments who are seeking access to records from PSC on behalf of themselves or their employees should address enquiries to:

Privacy Co-ordinator
Public Service Commission
Room 1943, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
Telephone: (613) 993-7261

Central Banks

Executive Offices Organization

PCS-C-P10

Employees Appointed Under Exclusion Order

This bank exists in accordance with Sections 39 and 45 of the *Public Service Employment Act*, to record, for purposes of reporting to Parliament, all employees or persons appointed to the public service who are excluded from the provisions of the Act by virtue of Section 39. Contents include submissions to commissioners; personal information; Exclusion Order. The bank contains records on all employees or persons appointed under Section 39 of the *Public Service Employment Act*. The bank is used to report to Parliament annually employees or persons appointed under an Exclusion Order. Records are retained for two years after termination of exclusion.

IND = 31/ADP = m/DATE = 84-04-01

PSC-C-P20

Leave of Absence to Seek Election

This bank exists in accordance with Section 32 of the *Public Service Employment Act*, to record information so that the PSC can assess whether to grant leave of absence to employees to seek election. Contents include request for leave of absence; submission to commissioners; authorization to seek election; newspaper clippings. The bank contains records on all employees seeking leave of absence under Section 32 of the *Public Service Employment Act*. The bank is used to provide information for PSC authorization; to provide information for PSC reports to Parliament. Records are retained for seven years.

IND = 99/ADP = m/DATE = 84-04-01

PSC-C-P30

Public Servants Released or Demoted

This bank exists in accordance with Section 31 of the *Public Service Employment Act*, to record information so that the government may assess the case relating to the recommendation of deputy heads to release or demote the employee in question. The data content includes basic personal information; notice of release or demotion; reason for release or demotion. The bank contains records on all employees recommended by deputy heads for release or demotion under Section 31 of the *Public Service Employment Act*. The bank is used to provide information on the recommendation for release or demotion. Records are retained for seven years after release or demotion.

IND = 1055/ADP = m/DATE = 84-04-01

Management Category Program

PSC-C-P40

Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act*, to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973). It contains the curriculum vitae; assessment results, and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973. Files are used to provide information on the assessment and career counselling of candidates and for providing normative and research information on the candidates in the Career Assignment Program. Records of employees assessed between 1968 and 1973 are maintained for 20 years.

IND = 300/ADP = m/DATE = 84-04-01

PSC-C-P50

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files

This bank exists to maintain an historical record of all persons who have participated in the Career Assignment Program or Special Development Program. Contents include basic personal information; curriculum vitae; career plan; appraisal information; and correspondence related to CAP or SDP participation. The bank contains records on all employees or persons that have completed, are currently enrolled in or are about to be enrolled in the Career Assignment Program or Special Development Program. The bank is used for human resources planning, staffing, and general personnel management. Selected information is computerized and retained for statistical purposes for 15 years. All records are retained in hard copy until five years after termination of CAP or SDP participation. Selected files are retained by Public Archives of Canada after that time.

IND = 1,126/ADP = h/DATE = 84-04-01

PSC-C-P60

Career Assignment Program (CAP) Assessment File

This bank exists in accordance with Sections 10 and 16(1) of the *Public Service Employment Act*, to record and provide information relating to the assessment of Career Assignment Program candidates. Contents include memoranda and letters; curriculum vitae; assessment results. The bank contains records on all employees or persons who have been assessed by the CAP Assessment Centre. The bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made, and for human resources planning and analysis. Records are retained for 20 years.

IND = 1,000/ADP = h/DATE = 84-04-01

PSC-C-P70

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Cards

This bank exists to record information related to nominations to CAP and SDP received from organizations. Contents include general personal data; selection review board results; course participation data. The bank contains records on all nominees to the Assessment Centre for CAP and SDP. The bank is used to provide information on CAP and SDP nominees. Records are retained for two years after termination of CAP assignments.

IND = 1,126/ADP = h/DATE = 84-04-01

PSC-C-P80

Management Category Central Employee and Applicant Records

This bank exists to record and provide information for purposes of human resources planning, staffing and general personnel management. Contents include appointment certificates; employee summaries; performance review and employee appraisals; transfer requests, counselling notes; curriculum vitae; proof of educational standing and professional qualifications; development and training courses taken; notification of lay off; surplus or administrative priority; identification of a requirement to be redeployed; and a record of instances of consideration for positions. The bank encompasses the records of employees appointed to management category positions as determined by the Public Service Commission and of non-public servants applying for such positions. The bank is used to provide information for the purposes of staffing, human resources planning, statistics and analyses. Public servants completing a Record Access Request Form are required to quote their social insurance number. Records of employees are retained for the duration of employment plus one year, after which they are transferred to the Public Archives for retention until the individual has reached the age of 70 or until one year after death, or for permanent retention if judged to be of historical value. In the case of applicants, records are retained for two years after being declared inactive.

IND = 4,800/ADP = m/DATE = 84-04-01

PSC-C-P90

Management Resources Information System Central Employee Records

This bank exists to record and provide information for purposes of human resources planning, staffing and general personnel management. The data content includes: appointment certificates, employee summaries, performance review and employee appraisals, curriculum vitae, proof of education standing and of professional qualifications; development and training courses taken. The bank encompasses the records of employees appointed to eligible classifications as determined by the Public Service Commission. Public Servants completing a Record Access Request Form are required to quote their social insurance number. Records are retained for five years after removal from inventory.

IND = 26,000/ADP = m/DATE = 84-04-01

PSC-C-P100

Selection Board Files — Career Assignment Program (CAP) and Special Development Programs (SDP)

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act*, to record information allowing selection board members to review pertinent information supporting each candidate nominated to the Career Assignment Program or the Special Development Program leading to final decision. Contents include application form; reasons for nomination; curriculum vitae; performance appraisals; narrative summary of performance; career plan; overall assessment report (for CAP files only); and language knowledge examination results. The bank contains records on final nominations for Career Assignment Program and Special Development Program. The bank is used to provide information to the selection review board and Interdepartmental Selection Board for final decision on Career Assignment Program and Special Development Program nominees respectively. Records of accepted candidates are transferred to the bank for participant files (PSC-C-P50) while those of candidates not accepted by the board are retained for three years.

IND = 100/ADP = m/DATE = 84-04-01

PSC-C-P120

Inventory for Interchange/International Assignments

This bank exists to maintain an inventory of public servants and non-public servants who are seeking Interchange and International assignments and to maintain an historical record of all persons who have participated in the programs. Contents include the nature of applicant's expertise; the nature of assignments sought; the sector type of organization, domestic or international; location; basic personal information; curriculum vitae; and appraisal data. The bank contains records on applicants from all officer levels inside and outside the Public Service who are applicants for, are about to be given, are currently on, or have completed an assignment. The bank is used to identify candidates, in keeping with their work history and their interest, for referral to organizations who are seeking an Interchange particpant or International participant and for general personnel management. Persons completing a Record Access Request Form are required to quote their social insurance number. Records are retained for two years after being declared inactive.

IND = 800/ADP = m/DATE = 84-04-01

PSC-C-P121

Management Category Competition Files

This bank exists to record and provide information relating to Management Category competitions by the Public Service Commission. Contents include security clearance rating; language examination results; memorandum to the Commission (Board Report); letter of offer, letter of acceptance, letters to unsuccessful candidates; notice of Right to Appeal, if applicable; notice regarding no appeals; copy of Record of Staffing Transaction; Official Language Information form; job description; request for non-delegated staffing; job profile/statement of qualifications; application form. The bank contains records on all persons who are included in a Management Category competition administered by the PSC. The bank is used to provide information relating to Management Category appointments made by the PSC. Persons completing Record Access Request Form are required to give the pertinent competition number. Records are retained for two years after the eligible list expires.

IND = 1600/ADP = m/DATE = 84-04-01

PSC-C-P130

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Files

This bank exists to maintain an historical record of persons nominated to the Assessment Centre phase of the Career Assignment Program or Special Development Programs. The data held includes basic personal information, CAP nomination forms; reasons for nomination; curriculum vitae; general career plan; and appraisal information. The bank is used to provide information (on initial CAP or SDP nominees) for statistical, administrative and counselling purposes. During the initial selection phase, the bank contains records on all employees nominated. Eventually, records on employees who proceed to the final (SRB) selection phase are transferred to the Selection Board Data Bank PSC-C-P100 where they are subject to the retention period established for that bank. Records on employees who do not proceed beyond the Assessment Centre phase are retained for three years.

IND = 250/ADP = m/DATE = 84-04-01

PSC-C-P140

Management Resources Information System

This bank exists to enable the Public Service Commission to fulfill its powers and duties as stated in section 5 of the *Public Service Employment Act*. It encompasses the records of employees appointed to eligible classifications as determined by the Public Service Commission. It also includes the records of applicants from outside the Public Service for positions in the Management Category as well as aspirants from outside and inside the Public Service seeking Interchange Canada or International assignements. The information includes basic personal data, skills, work history; professional qualifications; curriculum vitae; career aspirations; and managerial experience. It is used to provide information for the purposes of staffing, human resources planning, statistics, analysis and evaluations. Public servants completing a Record Access Request Form are required to quote their social insurance number. Records of Public Service employees are retained five years after removal from the system or separation from the Public Service. In the case of applicants, the record is deleted as soon as it is declared inactive.

IND = 30,000/ADP = c/DATE = 84-04-01

Staffing Branch

PSC-C-P150

Applicant Inventory

This bank exists in accordance with Section 5(a)(11) of the *Public Service Employment Regulations* to provide for the maintenance of an inventory of candidates who have applied for employment to the Public Service Commission of Canada in the administrative support, the administrative and foreign services, and professional and scientific and technical categories, excluding the SM/EX groups. The data include applications/curricula vitae and selection information. The bank also contains records on applicants for Co-operative Education. This bank is used to identify applicants suitable for referral and appointment to positions in the Public Service. Persons completing a Record Access Request Form are required to quote their social insurance number. Records are maintained for two years after being purged from the inventory.

IND = 52,000/ADP = h/DATE = 84-04-01

PSC-C-P151

Statutory and Administrative Priorities System

This bank exists in accordance with Sections 29, 30 and 37 of the *Public Service Employment Act* and Sections 27 and 37 of the Public Service Employment Regulations to provide information relating to employees with statutory priority for appointment. In addition, it contains the same information for employees having administrative priority status. Contents include basic personal data and statutory or administrative data together with results of referrals made to staffing officers. The bank contains records on all employees who have a statutory or administrative priority for appointment (Section 29, 30 and 37 PSEA). The bank is used to identify those employees with a statutory or administrative priority for appointment. Records are retained for two years from the date the employee's priority status is terminated.

IND = 2,500/ADP-h/DATE = 84-04-01

PSC-C-P160

Applicant Inventory Referral Files

This bank exists to record referrals by the PSC to departments and agencies in the administrative support, the administrative and foreign service, and professional and scientific and technical categories, excluding the SM/EX groups. Contents include general personal data; referral form; reference checks, referral results. The bank contains records on all persons or employees referred by the PSC to departments and agencies. The bank is used to provide information on employees or persons referred by PSC. Individuals completing a Record Access Request Form are required to quote their social insurance number, the department or agency to which the candidate was referred, the group and level of the position to which he/she was referred, and also the appropriate date of the referral. Records are retained for two years after being purged from the inventory.

IND = 36,000/ADP = h/DATE = 84-04-01

PSC-C-P170

PSC Examination Results

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act* and Section 14(1) of the *Public Service Employment Regulations* to record information on tests conducted for purposes of selection (competitions or other types of selection). It is also used for human resources planning and analysis. Hard copy files are kept for two years. Candidate test results are also kept on computerized files indefinitely. This bank refers specifically to tests developed and administered by the PSC. It contains examination answer sheets, and statement of marks for each application to competitions involving tests subject to Section 16(1) of the PSEA and Section 14(1) of the PSER.

IND = 20,000/ADP = h/DATE = 84-04-01

PSC-C-P180

Competition Files

This bank exists to record and provide information relating to any competition administered by the Staffing Programs Branch of the Public Service Commission. Contents include request to staff; job description; statement of qualifications; official languages input form; competition notices; application forms or résumés; selection rating guides; board reports; letters of reference; eligible lists; and all other documents used in establishing candidates order of merit. Where applicable, notices of right to appeal and other related documents are to be included. The bank contains records on all employees or persons who are included in a competition which the Staffing Programs Branch administers. Individuals completing a Record Access Request Form are required to give the pertinent competition numbers. Records are retained for two years after the eligible list expires or two years after it has been used for administrative purposes.

IND = 500/ADP = m/DATE = 84-04-01

PSC-C-P190

Employee Position Abandonment File

This bank exists in accordance with Section 27 of the *Public Service Employment Act*, to record and provide information on abandonment of positions by employees. It contains a copy of the letter sent to the employee and notification by employing department to PSC. Individuals identified are employees who have abandoned their positions. Files are used to provide information to Parliament on employees who have abandoned their position. Records are kept for two years after receipt at the PSC.

IND = 100/ADP = m/DATE = 84-04-01

PSC-C-P200

Employee Security Files (non-delegated appointments)

This bank exists in accordance with Section 24 of the *Public Service Employment Regulations*, to record security information on all persons considered for appointment by the PSC into positions with a security classification. Contents include fingerprints and personal history form. The bank contains records on all persons who are appointed by the PSC into positions with a security classification. The bank is used to provide information for the administration of security. Most records are transferred to the new department within days of the appointment, other records are retained for five years; most departments consider five years or less the period of validity for a security clearance.

IND = 45,000/ADP = m/DATE = 84-04-01

PSC-C-P210

Second Official Language Assessment

In accordance with Sections 16 and 20 of the *Public Service Employment Act*, this bank contains information related to the assessment of second language competence of public servants and candidates from outside the public service applying for bilingual positions. It records information related to (a) the assessment of level C competence; (b) special assessment following a request to review the results of a Language Knowledge Examination (LKE) or in special cases such as disabled persons and in specific circumstances as determined by the PSC; (c) assessment for the purpose of exemption from language reassessment. The data content includes the appropriate LKE request and record of results form, basic personal data; educational background, including use of the second official language and work history as required; candidate's written examination and oral interview recorded on tape; assessment reports and results. The bank is used to certify the level of competence achieved by candidates in their second official language for the purpose of appointment to bilingual positions in the public service. Files are retained for three years. Interviews recorded on tape are retained for a period of two years.

IND = 25,000/ADP = m/DATE = 84-04-01

PSC-C-P220

Language Co-ordination Centre Files

This bank exists to record language testing results of persons selected for bilingual positions (non-delegated) by the Staffing Branch of the PSC for purposes of appointment. Contents include language knowledge exam request and record of results; request for guidance services; language assessment request and record of results; records of results. The bank contains records on employees and persons who have been identified for bilingual positions. The bank is used to provide information on language knowledge of a person or employee about to be appointed into a bilingual position. Records are retained for two years.

IND = 4,500/ADP = m/DATE = 84-04-01

PSC-C-P230

Language Knowledge Examiners

This bank exists in accordance with Sections 5(a), 16 and 20 of the *Public Service Employment Act*, to record all information relating to the training and authorization of personnel to administer and score the Language Knowledge Examination (LKE). The data content includes information related to the specialized skills assessment required of prospective LKE examiners for purposes of appointment and certifying that employees meet designated position language requirements; examiner's registration form; letters of authorization; training officer's comments and recommendations; information related to examiner's final examination; LKE monitor's observations and recommendations; performance evaluations. This bank is used to provide information to monitor LKE examiners and take corrective action if warranted. It is also used to provide information related to the language knowledge assessment of LKE examiners and prospective LKE examiners. Records are maintained for two years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for a period of two years.

IND = 561/ADP = m/DATE = 84-04-01

PSC-C-P240

Language Review Committee Files

This bank exists in accordance with Section 20 of the *Public Service Employment Act*, to record information on employees or persons whose cases have been submitted to the Language Review Committee. The data content includes request for review; employee's or person's written consent; Language Knowledge Exam (LKE) results; assessment officer's report; personal history; related letters or memos; decision of the committee. The bank is used to review results obtained in second language assessment and decisions of the Language Assessment Section; to review the decisions of the orientation process for candidates and employees seeking appointment to the Public Service; to review employee's dismissal from language training; to examine complaints concerning the way in which the LKE was administered; and to reach a decision on each case. Records are retained for five years. Records are retained for five years.

IND = 200/ADP = m/DATE = 84-04-01

PSC-C-P250

Official Languages Exclusion Order Records

This bank exists in accordance with Section 20 (and in certain cases Section 10) of the *Public Service Employment Act* to record information relating to the review of cases of employees or persons requesting to be excluded from the obligation to meet the second language requirements of their position, or to grant them an extension to their exemption time, or an override to a negative prognosis. Contents may include basic personal data; medical certificates; supporting documentation; departmental requests; and Commission decision in some cases. Records are retained for five years.

IND = 600/ADP = m/DATE = 84-04-01

PSC-C-P260

Official Languages Examination Results

This bank exists in accordance with Sections 16 and 20 of the *Public Service Employment Act* to record language knowledge exam (LKE) scores and language assessment results for purposes of appointment, audit and certifying that employees meet designated position data; language knowledge assessment results; administrative data. The bank contains records on employees or persons who have taken the LKE, undergone a special assessment or have been granted a language knowledge assessment exemption. The bank is used to provide information of the language knowledge assessment of employees in bilingual positions or about to be appointed to bilingual positions; to provide information for general personnel management purposes; and to provide information for research and statistical purposes. Individuals completing a Record Access Request Form are required to quote their social insurance number. Computerized records are maintained as long as a person is a Public Service employee. Hard copy files are retained for five years. Interviews recorded on tape are retained for two years.

IND = 112,500/ADP = h/DATE = 84-04-01

PSC-C-P270

PSC Transfer File

This bank exists to provide information on employees who have requested a lateral transfer in the administrative support, administrative and foreign service, and professional and technical categories, excluding the SM/EX groups. Contents include Data STREAM printout; curriculum vitae; latest performance appraisal; request for transfer form; results of referrals; and reference checks. The bank contains records on all employees who have requested a lateral transfer including those persons in the administrative support and operational categories. The bank is used to refer employees requesting a transfer to departments and agencies. Records are retained for two years from the date of the most recent inclusion in the inventory.

IND = 16,000/ADP = m/DATE = 84-04-01

PSC-C-P280

Staff Investigation Files

This bank exists in accordance with Section 7 of the *Public Service Employment Act*, to record all information collected in the course of a Staffing Branch investigation so that allegations may be examined, recommendations made, and corrective action taken if warranted. These files are the results of investigations into allegations of impropriety which have been made to the Staffing Branch during the course of a staffing action and contains records on persons who were involved in those allegations. Contents may include excerpts from personal files or competition files; investigator's notes; interview notes; allegations of improprieties; performance evaluations; and press clippings. Individuals completing a Record Access Request Form are required to specify the federal government department that was the subject of the investigation if that information is known by the applicant and to provide, as accurately as possible, the date or time period in which the investigation was conducted. Records are retained for five years after the investigation is completed.

IND = 150/ADP = m/DATE = 84-04-01

PSC-C-P290

Staffing Officers Training, Development and Certification Files

This bank exists in accordance with Sections 5(d) and 6(1) of the *Public Service Employment Act* to record and provide information on the training needs, evaluation of performance, and certification of staffing officers. The data content on individual files includes course application; screening questionnaire; interview results; assignment work plan; compulsory work assignments; progress review reports; audit results; performance evaluation; knowledge test results; and certification procedures. The bank contains records on staffing officers of the Public Service and is used to provide information so that staffing officers may be assessed and certified. Some of this information is also recorded in an automated (terminal) inventory. The data content includes personal information such as name and social insurance number, department name, position title, group and level, location, certification code and status indicator (i.e. active, inactive, reassigned) and course dates. This inventory is used for statistical purposes and for controlling appointments delegated by authority as well as easy retrieval of information. Records are retained five years after the certified staffing officers cease their functions or leave the Public Service.

IND = 2,332/ADP = h/DATE = 84-04-01

PSC-C-P300

Appointment Information Management System

This bank exists in accordance with Sections 7(1), 22 and 45 of the *Public Service Employment Act*, to record appointments made under the Act. Contents consist of a record of information about appointments that have taken place and is obtained from the Report on Staffing Transaction, which is completed by personnel offices and submitted to the Public Service Commission (PSC) in most appointments to and from within the Public Service. The bank, therefore, contains information on persons appointed under the *Public Service Employment Act*. It gives particulars about the position and the appointee and describes selection procedures leading to the appointment. The data is used to provide information for staffing operations, monitoring of staffing activity, human resources planning, general personnel management and the PSC annual report to Parliament. Individuals completing a Record Access Request Form are required to quote their social insurance number. Records are retained for three years from the date the Report on Staffing Transaction is received by the Public Service Commission.

IND = 96,223/ADP = h/DATE = 84-04-01

Staff Development Branch

PSC-C-P320

Course Registration and Information System

This bank exists in accordance with Section 5(b) of the *Public Service Employment Act*, to establish and maintain records of all employees and persons who have taken or are enrolled in a professional or management course offered by the PSC Staff Development Branch. Contents include basic personal data and related course administrative data (form TBS/SCT 330-179 (Rev. 82/1)). The bank contains such records on employees of departments and agencies, Crown corporations, provincial and municipal governments and other non-government organizations. The bank is used to provide information required to administer professional and management training courses operated by the PSC. Persons completing a Record Access Request Form are required to quote the pertinent Staff Development Branch course numbers. Records are retained for five years after completion of training and development activity.

IND = 15,000/ADP = h/DATE = 84-04-01

Language Training Branch

PSC-C-P330

Questionnaire and Diagnostic Tests Results

This bank exists in accordance with Sections 16(1) and 20 of the *Public Service Employment Act*, to record information relating to the person's knowledge of and ability to learn the second official language prior to training. Contents include basic personal data and aptitude and placement test results. The bank contains records on all persons who have gone through the testing process in anticipation of a non-imperative staffing action or of enrolment for basic language training. The bank is used for pedagogical reasons and serves to provide information on the person's proficiency in and ability to learn the second official language. Individuals completing a Record Access Request Form are required to quote their social insurance number. Records are retained for a period of ten years.

IND = 100,000/ADP = h/DATE = 84-04-01

PSC-C-P340

Language Training Course Participant System

This bank exists in accordance with Section 5(b) of the *Public Service Employment Act*, to establish and maintain records of all persons who have taken or are in the process of taking language training given by the PSC. Contents include basic personal data; achievement test results; course progress reports; administrative data; attendance information. The bank contains records on employees of departments, agencies, Crown corporations, provincial and municipal governments, spouses of senior officials who have or are taking language training administered by the PSC. The bank is used to provide information for the administration of the Language Training Program. Persons completing a Record Access Request Form are required to quote their social insurance number. Records are retained for ten years.

IND = 100,000/ADP = h/DATE = 84-04-01

PSC-C-P350

Orientation Interview Reports

This bank exists in accordance with Section 16(1) of the *Public Service Employment Act*, to record information on preliminary interviews for language training for the purpose of assessing the potential to succeed in language training and, if required, of making pedagogical recommendations. The data content includes basic personal data; test results; cognitive styles; data on previous and present knowledge of language to be learned; and interview notes. The bank is used, whenever applicable, to provide information for pedagogical recommendations and to provide information for Language Training Program administration. It contains records on applicants for language training, primarily non-imperative appointees and incumbents of designated bilingual positions. Persons completing Record Access Request Forms are required to quote their social insurance number. Records are maintained for ten years.

IND = 40,000/ADP = h/DATE = 84-04-01

PSC-C-P360

Request for Language Training

This bank exists to provide information for the registration, testing, guidance and enrolment process for language training. Contents include basic personal data; language levels to be met; course choice and other administrative data. The bank contains records on all persons submitted by departments, agencies, Crown corporations, provincial and municipal governments for enrolment to language training courses offered by the PSC. The bank is used to initiate registration, guidance and enrolment process for language training. Individuals completing a Record Access Request Form are required to quote their social insurance number. Records are retained for ten years.

IND = 100,000/ADP = h/DATE = 84-04-01

PSC-C-P370

Student Cumulative File

This bank exists in accordance with Section 7(b) of the *Public Service Employment Act* to provide information on employees to the PSC language training centres so that these centres may properly perform their function of teaching the official languages to enrolled students. Contents include student objectives; quantitative and psycho-pedagogical data; basic personal data. The bank contains records on students who underwent the orientation process or who are taking or have taken continuous full-time language training. Persons completing Record Access Request Forms are required to quote their social insurance number. The bank is used to assist teachers and pedagogical counsellors in performing their function; and to provide administrative information. Records are maintained for ten years.

IND = 30,000/ADP = m/DATE = 84-04-01

Appeals and Investigations Branch

PSC-C-P380

Case Files (Anti-Discrimination Directorate)

This bank exists in accordance with Section 12(2) of the *Public Service Employment Act* to provide information in any investigation of alleged discrimination in the Public Service. Contents include investigators' notes and reports; interview notes; memoranda and letters; allegations; and affidavits. The bank contains records on employees and other persons involved in allegations of discrimination including those who are applicants for employment in the Public Service. The bank is used to record and consolidate all information gathered during an investigation of alleged discrimination. Records are retained for five years after completion of an investigation.

IND = 2,500/ADP = m/DATE = 84-04-01

PSC-C-P390

Appeals Hearings Files

This bank exists by reason of Sections 21 and 31 of the *Public Service Employment Act* and Sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals. It contains an appeal document; an advice of selection form; evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process; an appeal board decision; and an appeal statistics information sheet. It may also contain tape recordings of the proceedings. Files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board Chairperson. Persons completing a Record Access Request Form are required to quote the Appeals Directorate file reference number given on the decision report held by the appellant.

Decisions are retained for 20 years from the date of decision; files and tape recordings, two years. However, files referred to the Federal Court of Canada under Section 28 of the *Federal Court Act* are retained for 20 years whenever the Section 28 application is allowed or dismissed without reason.

IND = 5,000/ADP = m/DATE = 84-04-01

PSC-C-P400

Investigation Directorate Files

This bank exists in accordance with Section 7 of the *Public Service Employment Act* to record information with respect to investigations. Contents include excerpts of personnel file and/or competition file; interview notes; allegations or complaints; memoranda and letters; performance evaluations; press clippings; and formal investigation report. The bank contains records on employees appointed or eligible appointees where allegations of an impropriety during the course of the staffing action have been made. The bank also contains records on employees involved in situations of lay-off, resignation, abandonment of position and rejection on probation. The bank contains the information collected in the course of an investigation so that allegations may be examined, recommendations made and corrective action taken, if warranted. It also contains information dealing with conciliation action undertaken with departments, employees, representatives or complainants to resolve complaints or implement corrective actions. Records are retained for five years after completion of an investigation.

IND = 2,323/ADP = m/DATE = 84-04-01

Corporate Systems and Services Branch

PSC-C-P410

Career Orientation Program (COP) Applicant Inventory

This bank exists in accordance with Section 5(c) of the Public Service Employment Regualtions to record an inventory of candidates in order to help client departments and agencies to staff some of their positions with participants of the COP, namely within the ED group only. It contains personal documents such as requests for employment, curriculum vitae, as well as selection reports from client departments. The bank is used to identify possible candidates for COP assignment and provide managers with the necessary information to select a candidate for a given position. Records are retained for two years after update of request.

IND = 75/ADP = m/DATE = 84-04-01

PSC-C-P420
Career Orientation Program Participant File

This bank exists in accordance with Section 5(c) of the Public Service Employment Regulations to record an inventory of participants chosen within the ED group of the PSC. It contains personal information such as statement of duties of the position to be filled, the request from the client department, statement of abilities, appraisal or assessment forms, letters of agreement reassignment, bilingual bonus and all pertinent correspondence on the training and travelling of the participant. The bank is used to make decisions pertaining to the nomination of the participant. Records are retained for two years following the appointment to a new group and level.

IND = 13/ADP = m/DATE = 84-04-01

PSC-C-P430
Person-Oriented File

This bank exists in accordance with Sections 7(1), 22 and 45 of the *Public Service Employment Act*. The data consists of appointment information obtained from the Appointment Information Management System (Federal Information Bank PSC-C-P300), organized to provide information about the current appointment held by persons in the Public Service who have been appointed under the *Public Service Employment Act*. Information in this bank is used for cross-checking the consistency of data in other files, such as the Appointment Information Management System. Persons completing a Record Access Request Form are required to quote their social insurance number. Records are retained throughout the period of a person's employment in the Public Service.

IND = 300,000/ADP = c/DATE = 84-04-01

PSC-C-P440
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to determine the number of access requests received annually. Files will be kept for two years.

IND = 300/ADP = m/DATE = 84-04-01

Please address all formal access requests to:

Privacy Co-ordinator
Public Service Commission
Room 1943, West Tower
300 Laurier AVenue West
Ottawa, Ontario
K1A 0M7
Telephone: (613) 993-7261

Standard Banks

PSC-S-1
Employee Personnel Record — IND = 4000
Informal access: Chief of Personnel Services

PSC-S-2
Staffing
Informal access: Head of Staffing

PSC-S-3
Attendance and Leave
Informal access: Chief of Personnel Services

PSC-S-4
Pay and Benefits
Informal access: Chief of Personnel Services

PSC-S-5
Training and Development
Informal access: Chief, Manpower Resources

PSC-S-6
Official Languages
Headquarters only
Informal access: Bilingualism Advisor

PSC-S-8
Security Clearances
Headquarters only
Informal access: Chief, Security Services

PSC-S-9
Grievances
Headquarters only
Informal access: Chief, Staff Relations

PSC-S-11
Performance Reviews and Employee Appraisals
Headquarters only
Informal access: Chief of Human Resources

PSC-S-12
Travel and Relocation
Informal access: Chief, Financial Authorities and Control Division

PSC-S-13
Parking
Headquarters only
Informal access: Chief, Property Management Division

PSC-S-16
Employee Assistance
Informal access; Co-ordinator Employee Assistance Program

PSC-S-17
Identification and Building Pass Cards
Informal access: Chief, Property Management Division

PSC-S-19
Harrassment
Informal access: Co-ordinator Employee Assistance Program

Public Service Staff Relations Board

Please address all requests for formal access to:

Privacy Co-ordinator
Public Service Staff Relations Board
140 O'Connor Street
Room 406, East Tower
Ottawa, Ontario
K1P 5Z2
Telephone: (613) 996-2798

Standard Banks

PSSRB-S-1
Employee Personnel Record

PSSRB-S-2
Staffing

PSSRB-S-3
Attendance and Leave

PSSRB-S-4
Pay and Benefits

PSSRB-S-5
Training and Development

PSSRB-S-6
Official Languages

PSSRB-S-7
Occupational Health and Safety

PSSRB-S-8
Security Clearances

PSSRB-S-9
Grievances

PSSRB-S-10
Discipline

PSSRB-S-11
Performance Review and Employee Appraisals

PSSRB-S-12
Travel and Relocation

PSSRB-S-13
Parking

PSSRB-S-14
Motor Vehicle Accidents

PSSRB-S-15
Conflict of Interest

PSSRB-S-16
Employee Assistance

PSSRB-S-17
Identification and Building Pass Cards

Central Banks

PSSRB-C-10
References of Grievances to Adjudication

The purpose of this bank is to record for determination by a board member adjudicator grievances of employees referred to the board for adjudication under Section 91 of the Act. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 14,667/ADP = m/DATE = 84-04-01

PSSRB-C-20
Objections to Managerial and Confidential Exclusions

The purpose of this bank is to record for determination by the board objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial or confidential capacity. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 433/ADP = m/DATE = 84-04-01

PSSRB-C-30
Complaints of Unfair Practices

The purpose of this bank is to record for determination by the board complaints that the employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator or has contravened certain provisions of the Act or regulations. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 316/ADP = m/DATE = 84-04-01

PSSRB-C-40
Revocation of Certification

The purpose of this bank is to record for determination by the board applications made by persons under Section 41 of the Act for a declaration that the bargaining agent no longer represents a majority of employees in particular bargaining units. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 8/ADP = m/DATE = 84-04-01

PSSRB-C-50
Application for Extension of Time

The purpose of this bank is to record for determination by the board applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the board for adjudication, or to submit a reply to a proceeding. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 56/ADP = m/DATE = 84-04-01

PSSRB-C-60
Requests for Review

The purpose of this bank is to record for determination of the board applications made pursuant to Section 25 of the Act for the board to review, rescind, amend, alter or vary any decision or order made by it. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 28/ADP = m/DATE = 84-04-01

PSSRB-C-70
Consent to Prosecute

The purpose of this bank is to record for the determination by the board of applications made under Section 106 of the Act for consent of the board to prosecute persons in the courts for alleged failure to observe any prohibition contained in Sections 8, 9 or 10 of the Act or concerning an offence under Section 104. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives of Canada.

IND = 50/ADP = m/DATE = 84-04-01

PSSRB-C-80

Determination of Designated Employees

The purpose of this bank is to record for determination by the Board objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as "designated employees" that is, as having duties considered to be necessary in the interest of the safety or security of the public. Files are retained for 59 years and are then transferred to the Federal Archives Division, Public Archives Canada.

IND = 169/ADP = m/DATE = 84-04-01

Department of Public Works

The following banks are located at headquarters and in the regions. Contact points and telephone numbers for informal and formal access:

Privacy Co-ordinator
Public Works Canada
Room A-131
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4597

Headquarters

Public Works Canada
Sir Charles Tupper Building
Confederation Heights
Ottawa, Ontario
K1A 0M2

Regional Offices

Public Works Canada
P.O. Box 2247
1190 Barrington Street
Halifax, Nova Scotia
B3J 3C9

Public Works Canada
2001 University Street
Montreal, Quebec
H3A 1K3

Public Works Canada
National Capital Region
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1P 5V2

Public Works Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A6

Public Works Canada
1116 Alberni Street
Vancouver, British Columbia
V6E 3W5

Standard Banks

The following banks are located at headquarters and in the regions:

PWC-S-1
Employee Personnel Record — IND = 10,000

PWC-S-2
Staffing — IND = 8,000

PWC-S-3
Attendance and Leave — IND = 10,000

PWC-S-4
Pay and Benefits — IND = 10,000

PWC-S-5
Training and Development — IND = 300

PWC-S-6
Official Languages — IND = 1,800

PWC-S-7
Occupational Health and Safety — IND = 1,700

PWC-S-8
Security Clearances — IND = 5,000

PWC-S-9
Grievances — IND = 550

PWC-S-10
Discipline — IND = 170

PWC-S-11
Performance Review and Employee Appraisals — IND = 10,000

PWC-S-12
Travel and Relocation — IND = 2,500

PWC-S-13
Parking — IND = 3,200

PWC-S-17
Identification and Building Pass Cards — IND = 1,410

Central Bank

PWC-C-P10

Crown Housing Records

The purpose of this bank of information is to maintain a record of federal employees who occupy or are waiting to occupy Crown-owned housing. This bank contains names, addresses, numbers of dependents, salaries, length of tenancy, length of service, inspection reports, utility records and other information associated with the occupancy of housing. This information is used for the administration of federal living accommodation. This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records.

IND = 2,000/ADP = h/DATE = 84-04-01
ID = Name, Location, Housing Unit Number
LOC = Ottawa, Region

Particular Banks

PWC-P-P10
Special Audit Investigation Records

The purpose of this bank is to maintain a record of special audits commissioned by the deputy minister relating to activities of employees that have been questioned. This bank contains the names of employees being investigated and the results of the audits. This bank is used to inform the deputy minister and the RCMP in cases of suspected criminal activity. Information is retained for a period of six years.

IND = 10/ADP = m/DATE = 84-04-01
ID = Name/LOC = Ottawa

PWC-P-P20
Time Recording Systems

Within the department a variety of manual and automated time recording systems are in place. These systems contain personal information such as names, groups, levels, reporting lines, employment status, hours of work, assignments, employee numbers, salaries, locations and associated fee schedules. These systems are used for assignment and control of workload, as well as the generation of billing statements for PWC clients. This information is updated continuously. The information is stored in both manual and automated systems and is retrievable by name, project, and in some instances, employee number. These systems are operated and maintained nationally and regionally and are a continuing operational requirement of the Department.

ADP = h/DATE = 84-04-01
ID = Name, Project/LOC = Ottawa, Region.

Department of Regional Industrial Expansion

Employee Standard Banks

Please forward all requests for formal access to:

Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor, East
235 Queen Street
Ottawa, Ontario
K1A 0H5

Standard Banks

The following banks are located at headquarters and in the regions:

DRIE-S-1
Employee Personnel Record

DRIE-S-2
Staffing

DRIE-S-3
Attendance and Leave

DRIE-S-4
Pay and Benefits

DRIE-S-5
Training and Development

DRIE-S-6
Official Languages

DRIE-S-7
Occupational Health and Safety

DRIE-S-8
Security Clearances

DRIE-S-9
Grievances

DRIE-S-10
Discipline

DRIE-S-11
Performance Review and Employee Appraisals

DRIE-S-12
Travel and Relocation

DRIE-S-13
Parking

DRIE-S-14
Motor Vehicle Accidents

DRIE-S-15
Conflict of Interest

DRIE-S-16
Employee Assistance

DRIE-S-17
Identification and Building Pass Cards

DRIE-S-18
Affirmative Action

Restrictive Trade Practices Commission

Please address requests for formal access to:

Privacy Co-ordinator
Restrictive Trade Practices Commission
359 Kent Street
3rd Floor
Ottawa, Ontario
K1N 8V3
Telephone: (613) 996-5262

Particular Banks

RTPC-P-P10
Employee Personnel Record

This bank contains appointment documents, classification data, correspondence and memoranda, education and training, official language status, personal characteristics and history. Information in the bank is retained indefinitely. Records of former employees are not transferred to the Public Archives.

DATE = 84-04-01

Royal Canadian Mint

Please forward requests for access to the Personnel Officer at one of the following addresses as appropriate:

Privacy Co-ordinator
6th Floor
Place Vanier, Tower "B"
355 River Road
Vanier, Ontario
K1A 0G8

Ottawa Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8
Telephone: (613) 993-1249

Winnipeg Mint
520 Lagimodière Blvd.
Winnipeg, Manitoba
R2J 3E7

Hull Mint
Sacré Coeur Blvd.
Hull, Quebec

Standard Banks

The following banks are located at headquarters and in the regions:

RCM-S-1
Employee Personnel Record — IND = 620

RCM-S-2
Staffing

RCM-S-3
Attendance and Leave

RCM-S-4
Pay and Benefits

RCM-S-5
Training and Development

RCM-S-6
Official Languages

RCM-S-7
Occupational Health and Safety

RCM-S-8
Security Clearances

RCM-S-9
Grievances

RCM-S-10
Discipline

RCM-S-11
Performance Review and Employee Appraisals

RCM-S-12
Travel and Relocation

RCM-S-13
Parking

RCM-S-14
Motor Vehicle Accidents

RCM-S-15
Conflict of Interest

RCM-S-16
Employee Assistance

RCM-S-17
Identification and Building Pass Cards

Particular Banks

RCM-P-P10
Labour Time Reporting — Computerized Employee Master File

The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. Information in this bank includes employee number, name, S.I.N., position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. This information is used to provide gross pay data incurred by productive cost centres, gross labour expense transactions; to generate certain attendance listings for D.S.S. payroll system and to maintain permanent employee data. This bank contains data on approximately 800 individuals and may be accessed by employee number. The information is retained for two years. Termination of this bank is indefinite.

ADP = c/DATE = 84-04-01

Royal Canadian Mounted Police

Please address all requests for formal access to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Room 208F
Ottawa, Ontario
K1A 0R2
Telephone: (613) 993-5162

Particular Banks

The following banks are located at Headquarters and the regions and cover members of the RCMP, police casuals and civilian employees except public service employees. For a complete list of material contained in each personal information bank, members should consult the RCMP Record Management Manual. In order to expedite the processing of their requests, individuals should adhere to the Access Procedures as outlined in each bank.

Information concerning security clearance, applicants and courses administered by the Force is maintained in the "Public" section of this Index.

"A" Directorate

RCMP-P-P10
RCMP Member Personnel Records

This bank contains personal information on individuals who are currently or who have served in the Force as Regular, Civilian or Reserve members. Information in this bank provides an overview of the member's service. The file contains such material as training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, information pertaining to personnel, gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance.

The bank is used to make decisions on promotion, postings and continued service. This information may also be used for research, planning, evaluation and statistical analysis.

These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their Division.

Information in this bank is maintained in hard copy files and portions thereof under the automated Parade System. Both manual and automated records will be searched and processed in response to access requests.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 17,000/ADP = h/DATE = 84-04-01

"A" Directorate

RCMP-P-P20

RCMP Member Service Records

This bank contains personal information on individuals who are currently or who have served in the RCMP as Regular Civilian or Reserve members. Information in this bank provides a chronological overview of the member's service. The file contains application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment and Certificate of Security Clearance.

This information is used for the internal administration of the Force and its benefit program. This information may be used for research, planning, evaluation and statistical purposes. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the *RCMP Superannuation Act*, Section 27, or under the *RCMP Pension Continuation Act*, Section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department.

Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the Record Access Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division.

Information in this bank is maintained in hard copy files and under the automated Parade System. Both manual and automated records will be searched and processed in response to access requests.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 17,000/ADP = h/DATE = 84-04-01

Health Services Directorate

RCMP-P-P30

RCMP Member Medical Records

This bank contains personal information on individuals who are currently or who have served in the Force as Regular or Civilian members. Information in this bank provides an overview of the member's medical history while employed by the Force or after being discharged where the member continues to receive medical treatment at Force expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical, dental, psychiatric and/or psychological testing and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. X-ray films and interpretations are stored in the X-ray Film Library, National Personnel Records Centre of Public Archives Canada.

Medical Files are used by the Director Health Services or Health Services Officers to assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular and civilian members where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage. Information on these files may also be disclosed by the D.H.S. or H.S.D. to the C.O. in exceptional circumstances where in their opinion it is in the best interest of the member or where the safety of the public or co-workers may be jeopardized. They also provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical practitioners because of the mobility of RCMP members. It may also be used to support applications for disability benefits in respect of injury or death during service under the *RCMP Superannuation Act*, Section 27, or under the *RCMP Pension Continuation Act*, Section 5. Assessments and evaluations covering pensions for disability or death may also be maintained in personal information banks by Veterans Affairs Canada. This information may also be used for research, planning, evaluation and statistical analysis.

These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 28,000/ADP = m/DATE = 84-04-01

"A" Directorate

Staffing and Personnel Branch for Officers

RCMP-P-P40

RCMP Member Transfer/Promotion Board Proceedings/ Officer Candidates Assessment Board Proceedings

Information in this category is maintained on all Constables, Non-Commissioned Officers, Special Constables and Civilian Members who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all Officers, Civilian Members and Special Constables or officer equivalent who have been considered for promotion by the Commissioner or his delegate. This bank contains career résumés, performance indicators, recommendations of Staffing and Personnel Branch or assessment boards, data on positions being staffed, personnel selection comparison charts and job descriptions.

This information is used to select candidates for promotion and appointment to commissioned rank and to staff positions. This information may also be used for research, planning, evaluation and statistical purposes.

Records in this category are maintained for a minimum of five years after the date of the last correspondence. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the Record Access Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible unit. For Officer Candidates, the date of the Officer Candidate Assessment Board must be provided.

Information in this bank is maintained in hard copy files and portions thereof under the automated Parade System. Both manual and automated records will be searched and processed in response to access requests.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 4,100/ADP = h/DATE = 84-04-01

"A" Directorate

RCMP-P-P50

RCMP Member Grievance Records

This bank contains information on regular and civilian members who have entered formal grievances relating to some aspect of their service with the RCMP. This bank contains forwarding comments and the final decision resulting from processing these grievances.

This information is used by senior management of the RCMP in resolving grievances which are entered under Regulation 45(1) of the RCMP Act. This information may also be used for research, planning, evaluation and statistical purposes.

Files in this bank are destroyed five years after the grievance is concluded. This information may, however, be retained permanently if judged to be of historical value or if deemed to be of special interest.

In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their division.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 300/ADP = m/DATE = 84-04-01

"A" Directorate

RCMP-P-P60

RCMP Member Discipline and Quashed Discipline Records

This bank contains personal information on regular and civilian members who are currently or who have served in the Force and who have been the subject of disciplinary action or misconduct. Discipline and quashed Discipline files can contain the following service investigation reports which warrant disciplinary action being taken; cautionings, warnings, service court proceedings, appeals, boards and related correspondence; suspensions; quashed rulings; records relating to statutory offences by members including investigations, court decisions and appeals; correspondence concerning alleged misconduct; compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offences may be located in Bank RCMP-P-P10, RCMP Member Personnel Records or RCMP-P-P20 RCMP Member Service Records.

This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, fines, defalcations, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility to medical treatment, pensions, research, planning, evaluation and statistics.

These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their Division.

Information in this bank is maintained in hard copy files and portions thereof under the automated Parade System. Both manual and automated records will be searched and processed in response to access requests.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 3,000/ADP = h/DATE = 84-04-01

"A" Directorate/C.F.O.

RCMP-P-P70

RCMP Member's Pay and Relocation Records

This bank contains personal information on individuals who are currently or who have served in the Force as Regular or Civilian members. Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions and related matters, including correspondence to the Department of Supply and Services which operates the service payroll system. This bank also contains records of travel and relocation including such matters as househunting trips, legal fees and moving expenses.

This information is used for the internal administration of the Force and its benefit program, determining member's pay and for the purposes of auditing, research, planning, evaluation and statistical analysis. The pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The relocation records are retained by the RCMP for a period of four years.

Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name and regimental number. Serving members must indicate their Division.

Information in this bank may be maintained in hard copy files as well as automated form. Both manual and automated records will be searched and processed in response to access requests.

Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

IND = 17,000/ADP = h/DATE = 84-04-01

"A" Directorate/"S" Directorate

RCMP-P-P80

RCMP General Administrative Records

This bank contains personal information on individuals who are or have been employed by the Force. This bank also contains records and related correspondence on the acquisition, issue, and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP.

This information is used for the internal administration of the Force and may also be used for research, planning, evaluation and statistical analysis.

These records are retained for a minimum of six months after the date of last correspondence. In the case of kit and clothing, the records are retained for three calendar years after date of separation. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual.

In addition to the requirements indicated on the record access request form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved.

Information in this bank may be maintained in hard copy files as well as automated form. Both manual and automated records will be searched and processed in response to access requests.

IND = 17,000/ADP = h/DATE = 84-04-01

"C" Directorate

RCMP-P-P90

Auxiliary Police

This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included.

This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes.

Records are retained for a minimum of two calendar years following termination of employment after which they are destroyed. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

IND = 2,000/ADP = m/DATE = 84-04-01

"C" Directorate

RCMP-P-P100

Police Casuals Temporary Civilian Employees

This bank contains personal information on individuals who are currently or who have served in the Force as police casuals. Information in this bank provides a chronological overview of the individual's service in the Force and contains application forms for employment, security screening data, salary information, assessments and memorandums outlining the reasons for termination of employment.

This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes.

Records are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the Public Archives, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

IND = 3,000/ADP = m/DATE = 84-04-01

"C" Directorate

RCMP-P-P110

Personnel Files on Municipal Employees Serving the Force

The bank contains personal information on municipal employees who are working or who have worked for the Force under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the Force ie: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment.

This bank is used to make decisions on hiring and continued service.

Records are retained for a minimum of two calendar years following termination of employment after which, they are destroyed. Information may, however, be retained for longer periods if judged to be of archival value or if deemed to be of permanent value to the RCMP.

In addition to the requirements indicated on the record access request form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

IND = 600/ADP = m/DATE = 84-04-01

Standard Banks

The following banks are located at headquarters and in the regions and cover members of the public service employed by the RCMP.

RCMP-S-1
Employee Personnel Record — IND = 3,400

RCMP-S-2
Staffing

RCMP-S-3
Attendance and Leave

RCMP-S-4
Pay and Benefits

RCMP-S-5
Training and Development

RCMP-S-6
Official Languages

RCMP-S-7
Occupational Health and Safety

RCMP-S-9
Grievances

RCMP-S-10
Discipline

RCMP-S-11
Performance review and Employee Appraisals

RCMP-S-12
Travel and Relocation

RCMP-S-13
Parking

RCMP-S-14
Motor Vehicle Accidents

RCMP-S-15
Conflict of Interest

RCMP-S-16
Employee Assistance

RCMP-S-17
Identification and Building Pass Cards

Ministry of State for Science and Technology

Please address all requests for access to:

Privacy Co-ordinator
Ministry of State Science and Technology
3rd Floor East
235 Queen Street
Ottawa, Ontario
K1A 1A1

Standard Banks

MSST-S-1
Employee Personnel Record — IND = 160 0H5

MSST-S-2
Staffing — IND = 400

MSST-S-3
Attendance and Leave — IND = 160

MSST-S-4
Pay and Benefits — IND = 250

MSST-S-5
Training and Development — IND = 160

MSST-S-6
Official Languages — IND = 160

MSST-S-8
Security Clearances — IND = 300

MSST-S-9
Grievances — IND = 5

MSST-S-11
Performance Review and Employee Appraisals — IND = 160

MSST-S-12
Travel and Relocation — IND = 160

MSST-S-13
Parking — IND = 25

MSST-S-17
Identification and Building Pass Cards — IND = 160

Science Council of Canada

Please address all requests for formal access to:

Privacy Co-ordinator
Science Council of Canada
16th Floor, Berger Building
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Telephone: (613) 996-2681

Standard Banks

ScC-S-1
Employee Personnel Record

ScC-S-2
Attendance and Leave

ScC-S-4
Pay and Benefits

ScC-S-6
Official Languages

ScC-S-12
Travel and Relocation

ScC-S-17
Identification and Building Pass Cards

Department of the Secretary of State of Canada

Please address all requests for formal access to:

Privacy Co-ordinator
Department of the Secretary of State
Jules Léger Bldg.
15 Eddy Street
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-4311

Standard Banks

The following banks are located at headquarters:

SS-S-1
Employee Personnel Record — IND = 3,200

SS-S-2
Staffing

SS-S-3
Attendance and Leave

SS-S-4
Pay and Benefits

SS-S-5
Training and Development

SS-S-6
Official Languages

SS-S-7
Occupational Health and Safety

SS-S-8
Security Clearances

SS-S-9
Grievances

SS-S-10
Discipline

SS-S-11
Performance Review and Employee Appraisals

SS-S-12
Travel and Relocation

SS-S-13
Parking

SS-S-15
Conflict of Interest

SS-S-16
Employee Assistance

SS-S-17
Identification and Building Pass Cards

Ministry of State for Social Development

Please address all requests for access to:

Federal Archival Records Access
Archives Branch
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Standard Banks

SD-S-1
Employee Personnel Record — IND = 3,000

SD-S-2
Staffing

SD-S-3
Attendance and Leave

SD-S-4
Pay and Benefits

SD-S-5
Training and Development

SD-S-6
Official Languages

SD-S-7
Occupational Health and Safety

SD-S-8
Security Clearances

SD-S-9
Grievances

SD-S-10
Discipline

SD-S-11
Performance Review and Employee Appraisals

SD-S-12
Travel and Relocation

SD-S-13
Parking

SD-S-14
Motor Vehicle Accidents

SD-S-15
Conflict of Interest

SD-S-16
Employee Assistance

Social Sciences and Humanities Research Council

Please address all requests for formal access to:

The Secretary of the Council
SSHRC
255 Albert Street
12th Floor
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-1053

Standard Banks

The following banks are located at headquarters:

SSHRC-S-1
Employee Personnel Record

SSHRC-S-2
Staffing

SSHRC-S-3
Attendance and Leave

SSHRC-S-4
Pay and Benefits

SSHRC-S-5
Training and Development

SSHRC-S-6
Official Languages

SSHRC-S-7
Occupational Health and Safety

SSHRC-S-9
Grievances

SSHRC-S-10
Discipline

SSHRC-S-11
Performance Review and Employee Appraisals

SSHRC-S-12
Travel and Relocation

SSHRC-S-13
Parking

SSHRC-S-15
Conflict of Interest

SSHRC-S-16
Employee Assistance

SSHRC-S-17
Identification and Building Pass Cards

Department of the Solicitor General

Secretariat

Please address all requests for formal access to:

Director, Administration Services
Ministry Secretariat
Ministry of the Solicitor General
13th Floor
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Standard Banks

The following banks are located at headquarters:

SGC-S-1
Employee Personnel Record — IND = 1,000

SGC-S-2
Staffing

SGC-S-3
Attendance and Leave — IND = 1,000

SGC-S-4
Pay and Benefits — IND = 1,000

SGC-S-5
Training and Development

SGC-S-6
Official Languages — IND = 250

SGC-S-7
Occupational Health and Safety

SGC-S-8
Security Clearances — IND = 1,000

SGC-S-9
Grievances

SGC-S-10
Discipline

SGC-S-11
Performance Review and Employee Appraisals

SGC-S-12
Travel and Relocation

SGC-S-13
Parking — IND = 75

SGC-S-14
Motor Vehicle Accidents — IND = 5

SGC-S-15
Conflict of Interest

SGC-S-16
Employee Assistance

SGC-S-17
Identification and Building Pass Cards

Standards Council of Canada

Please address any enquiries for employee personnel records bank to:

Privacy Co-ordinator
Chief of Personnel Services
Standards Council of Canada
350 Sparks Street
Room 1203
Ottawa, Ontario
K1R 7S8
Telephone: (613) 238-3222

Particular Banks

STDC-P-P10
Employee Personnel Records

This bank contains the personnel records of Council employees, active and inactive. The records include a copy of the employee's contract, personal information, work performance assessments, pay revisions, leave and attendance records, superannuation and benefits according to SCC terms and conditions of employment. The personnel records of former employees are retained by SCC for six years following termination of employment, rather than being transferred to the Archives. This bank is held under the custody and control of SCC — Chief of Personnel Services.

Information is recorded manually for a total of approximately 75 people and housed in an alpha system by position number at Standards Council of Canada, head office.

The information in this bank is relative to communications in respect of personnel assessments, salary revisions, promotions, re-classifications, courses and any other personal history in respect of the individual employee.

DATE = 84-04-01

Statistics Canada

Please address requests for formal access to:

Privacy Co-ordinator
26th floor
R.H. Coats Building
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 995-1101

Standard Banks

The following banks are located at headquarters and in the regions:

SC-S-1
Employee Personnel Record — IND = 6,500

SC-S-2
Staffing

SC-S-3
Attendance and Leave

SC-S-4
Pay and Benefits

SC-S-5
Training and Development

SC-S-6
Official Languages

SC-S-7
Occupational Health and Safety

SC-S-8
Security Clearances

SC-S-9
Grievances

SC-S-10
Discipline

SC-S-11
Performance Review and Employee Appraisals

SC-S-12
Travel and Relocation

SC-S-13
Parking

SC-S-14
Motor Vehicle Accidents

SC-S-15
Conflict of Interest

SC-S-17
Identification and Building Pass Cards

Particular Banks

SC-P-P10
Interviewer Selection/Performance Bank

The purpose of this bank is to provide administrative information for interviewer selections and performance evaluations. The bank contains application forms, results of oral interviews, written test results, conditions of employment, performance assessment documents and other related correspondence. The derivative uses for this bank are to staff interviewer positions and to subsequently conduct performance evaluations. Individuals seeking access to their records should address enquiries to the appropriate Regional Office.

IND = 1,500/DATE = 84-04-01

Status of Women, Office of the Co-ordinator

Please address all requests for formal access to:

Privacy Co-ordinator
Office of the Co-ordinator
Status of Women
Room 1005
151 Sparks Street
Ottawa, Ontario

K1A 0C3
Telephone: (613) 995-7835

Standard Banks

SW-S-1
Employee Personnel Record

SW-S-2
Staffing

SW-S-3
Attendance and Leave

SW-S-4
Pay and Benefits

SW-S-5
Training and Development

SW-S-6
Official Languages

SW-S-8
Security Clearances

SW-S-10
Discipline

SW-S-11
Performance Review and Employee Appraisals

SW-S-12
Travel and Relocation

SW-S-15
Conflict of Interest

SW-S-17
Identification and Building Pass Cards

The St. Lawrence Seaway Authority

Reporting to the St. Lawrence Seaway Authority are: The Seaway International Bridge Corporation, Ltd. and the Jacques Cartier and Champlain Bridges.

Please forward all requests for formal access to:

Privacy Co-ordinator
The St. Lawrence Seaway Authority
Place de Ville
Tower "A", Room 1800
320 Queen Street
Ottawa, Ontario
K1R 5A3

Standard Banks

The following banks are located at headquarters and in the regions:

SLSA-S-1
Employee Personnel Record — IND = 1425

SLSA-S-2
Staffing

SLSA-S-3
Attendance and Leave

SLSA-S-4
Pay and Benefits

SLSA-S-5
Training and Development

SLSA-S-6
Official Languages

SLSA-S-7
Occupational Health and Safety

SLSA-S-8
Security Clearances

SLSA-S-9
Grievances

SLSA-S-10
Discipline

SLSA-S-11
Performance Review and Employee Appraisals

SLSA-S-12
Travel and Relocation

SLSA-S-14
Motor Vehicle Accidents

SLSA-S-15
Conflict of Interest

SLSA-S-16
Employee Assistance

SLSA-S-17
Identification and Building Pass Cards

Particular Banks

SIBC-P-P10
Bridge Passes

The purpose of this bank is to maintain a record of the names of individuals, etc. to whom a bridge pass has been issued. This bank also records pass usage. The retention period of this bank is indefinite.

DATE = 84-04-01

Department of Supply and Services

Supply Administration

Please address all requests for formal access to:

Privacy Co-ordinator
Supply Administration
Supply and Services Canada
Floor 51B, 11 Laurier Street
Place du Portage, Phase III
Hull, Quebec
K1A 1H2
Telephone: (819) 994-5077

Standard Banks

The following banks are located at headquarters and in the regions:

SSC/SUP-S-1
Employee Personnel Record — IND = 5,000

SSC/SUP-S-2
Staffing

SSC/SUP-S-3
Attendance and Leave

SSC/SUP-S-4
Pay and Benefits

SSC/SUP-S-5
Training and Development

SSC/SUP-S-6
Official Languages

SSC/SUP-S-7
Occupational Health and Safety

SSC/SUP-S-8
Security Clearances

SSC/SUP-S-9
Grievances

SSC/SUP-S-10
Discipline

SSC/SUP-S-11
Performance Reviews and Employee Appraisals

SSC/SUP-S-12
Travel and Relocation

SSC/SUP-S-13
Parking

SSC/SUP-S-14
Motor Vehicle Accidents

SSC/SUP-S-15
Conflict of Interest

SSC/SUP-S-16
Employee Assistance

SSC/SUP-S-17
Identification and Building Pass Cards

Department of Supply and Services Canada

Services Administration

Services and the Office of the Custodian of Enemy Property are grouped in the employee information banks section, as they share common personnel services.

Please forward all requests for formal access to:

Privacy Co-ordinator
Services, Department of Supply and Services
Floor 16A1, 11 Laurier Street
Place du Portage, Phase III
Hull, Quebec
K1A 0S5
Telephone: (819) 997-6043

Standard Banks

The following banks are located at headquarters and in the regions:

SSC/SER-S-1
Employee Personnel Record — IND = 5,000

SSC/SER-S-2
Staffing

SSC/SER-S-3
Attendance and Leave

SSC/SER-S-4
Pay and Benefits

SSC/SER-S-5
Training and Development

SSC/SER-S-6
Official Languages

SSC/SER-S-7
Occupational Health and Safety

SSC/SER-S-9
Grievances

SSC/SER-S-10
Discipline

SSC/SER-S-11
Performance Reviews and Employee Appraisals

SSC/SER-S-12
Travel and Relocation

SSC/SER-S-13
Parking

SSC/SER-S-16
Employee Assistance

SSC/SER-S-17
Identification and Building Pass Cards

Tariff Board

Please forward all requests for formal access to:

Registry Manager
Tariff Board
21st Floor, South Tower
Journal Building
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
Telephone: (613) 996-8541

Standard Banks

The following bank is located at headquarters:

Tar-S-1
Personnel Record

The purpose of this bank is to maintain a record of information on employees of the Tariff Board. It contains appeal and grievance data, appointment documents, appraisals, attendance and leave records, classification material, competition and selection data, correspondence and memoranda, education, exclusions language status, parking applications, pay, insurance and superannuation, personal characteristics and history, safety and health, security classification, separation data and training. The records on file cover all staff and members of the board. Information on file is retained for up to two years after the period of employment terminates, after which it is transferred to Public Archives.

IND = 150/DATE = 84-04-01

Tax Court of Canada

Please address all requests for formal access to:

Privacy Co-ordinator
Tax Court of Canada
200 Kent Street
3rd Floor
Centennial Towers
Ottawa, Ontario
K1A 0M1
Telephone: (613) 992-1704

Standard Banks

The following banks are located at headquarters and in the regions:

TCC-S-1
Employee Personnel Record

TCC-S-2
Staffing

TCC-S-3
Attendance and Leave

TCC-S-4
Pay and Benefits

TCC-S-5
Training and Development

TCC-S-6
Official Languages

TCC-S-7
Occupational Health and Safety

TCC-S-8
Security Clearances

TCC-S-9
Grievances

TCC-S-10
Discipline

TCC-S-11
Performance Review and Employee Appraisals

TCC-S-12
Travel and Relocation

TCC-S-13
Parking

TCC-S-14
Motor Vehicle Accidents

TCC-S-15
Conflict of Interest

TCC-S-16
Employee Assistance

TCC-S-17
Identification and Building Pass Cards

Department of Transport

Please address all requests for formal access to:

Privacy Co-ordinator
Transport Canada
26E Transport Canada Building
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 993-6161

Standard Banks

The following banks are located at headquarters and in the regions except for the bank of security clearance records which is located at headquarters only.

Departmental Administration

TC-S-1
Employee Personnel Record — IND = 1,650

TC-S-2
Staffing

TC-S-3
Attendance and Leave

TC-S-4
Pay and Benefits

TC-S-5
Training and Development

TC-S-6
Official Languages

TC-S-7
Occupational Health and Safety

TC-S-8
Security Clearances — IND = 20,000
This bank contains security clearance records on all Transport Canada employees and is maintained at headquarters only.

TC-S-9

Grievances

TC-S-10
Discipline

TC-S-11
Performance Reviews and Employee Appraisals

TC-S-12
Travel and Relocation

TC-S-13
Parking

TC-S-14
Motor Vehicle Accidents

TC-S-15
Conflict of Interest

TC-S-16
Employee Assistance

TC-S-17
Identification and Building Pass Cards

Particular Banks

TC-P-P10
Personnel Management System

The Department maintains two related systems in support of departmental personnel administration and management activities: the Personnel Management Information System (PMIS); and the Personnel Activity Reporting System (PARS). These systems contain data on employees covering employment history, position characteristics, attendance, pay and benefit usage, official languages and performance appraisals and departmental resource utilization, which are obtained from a variety of personnel source documents and related tables. This information is used by departmental personnel specialists and line managers engaged in personnel management activities and is provided to central agencies in support of their own personnel systems such as ALOSS and OLIS.

A redevelopment of the existing system is under way, which will involve the establishment of an upgraded pay, overtime and leave system with data entry and enquiry capabilities at the regional level; the upgrading of regional systems supporting other personnel specialities and related financial and resource utilization systems; and, finally, the review and enhancement of information systems serving the needs of headquarters management.

IND = 20,000/DATE = 84-04-01

TC-P-P20
Attitude Test Validation

This bank permits a periodic assessment of the predictive validity of aptitude tests pertaining to the "ab initio" selection of air traffic controllers and radio operators, flight service specialists. This bank includes the aptitude scores attained by candidates who have been hired as trainees, criterion measures concerning their training progress and relevant demographic information such as age, sex and education. Records are retained for an indeterminate period.

IND = 300/DATE = 84-04-01

Treasury Board Secretariat

Please address any enquiries to:

Privacy Co-ordinator
Treasury Board Canada
24th Floor, Place Bell Canada
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 996-5553

Central Banks

TB-C-P10
Submissions to Treasury Board

This bank contains personal information used for administrative purposes which is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities which the Treasury Board is empowered to grant. These submissions are maintained in numerical order and not by individual identifiers. Records are maintained for a period of four years at Treasury Board after which they are sent to the Public Archives.

In addition to the requirements indicated on the Record Access Request Form, requestors must provide the subject, the approximate date when the submission was made and the name of the department or agency that would have originated the submission.

IND = 500/ADP = m/DATE = 84-04-01

Administrative Policy Branch

TB-C-P20
Incentive Awards

The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. The bank includes information on public servants who have been nominated. Such information includes curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of public service operations. Files will be kept for a minimum of two years.

ADP = m/DATE = 84-04-01

TB-C-P30
Enquiries Concerning Administrative Policies

This bank contains personal information contained in requests made by or on behalf of individuals for interpretation of specific administrative policies and requests for advice or clarification in such areas as Relocation Expenses, Travel Expenses, etc. The information in the bank is used to assist in the interpretation of future enquiries.

As information is not maintained by individual identifier but by subject matter and/or department, requestors must provide in addition to the information requested on the Access to Information Form, the subject, the name of the department or agency, and the approximate date of the enquiry. Records are kept for five to ten years.

ADP = m/DATE = 84-04-01

Official Languages Branch

TB-C-P40

Official Languages Information System (OLIS)

The purpose of this bank is to provide timely and accurate information for the implementation, control and evaluation of the Official Languages Program in the public service. The population covered by OLIS consists of all established positions and incumbents appointed for indeterminate periods or terms more than 6 months in departments and agencies listed in Schedule I, Part I of the PSSRA, as well as for some other government organizations, under a special agreement. The bank includes information on Language requirements of Positions, Levels of Language Knowledge, Mother Tongue, Language Requirements Effective Date, Linguistic Profile, Position Classification, etc. Files are kept indefinitely (since the beginning of operations, in July 1974).

ADP = h/DATE = 84-04-01

Personnel Policy Branch

TB-C-P50

Adjudication

The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. The governing legislation is the *Public Service Staff Relations Act*. The bank includes information on grievances referred to adjudication, grievance replies and related correspondence and adjuciation decisions. The information in the bank is used to provide background information for research purposes. Records are retained for a period of 15 years.

IND = 3300/ADP = m/DATE = 84-04-01

TB-C-P60

Certification

The purpose of this bank is to maintain an accurate record of each bargaining agent certification within the bounds of Schedule I, Part I, *Public Service Staff Relations Act* as well as a record of employee exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the exclusion lists, and the Employer's representations. The information in the bank is used to provide background information for research purposes. Records are retained for a period of 20 years.

IND = 1900/ADP = m/DATE = 84-04-01

TB-C-P70

Complaints by Bargaining Agents

The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the *Public Service Staff Relations Act*. The bank consists of the representations made by the parties and the decision of the Public Service Staff Relations Board. The information in the bank is used to provide background information for research purposes. Records are retained for a period of ten years.

IND = 40/ADP = m/DATE = 84-04-01

TB-C-P80

Grievances

The purpose of this bank is to maintain records of grievances which were submitted for adjudication but were withdrawn or have been settled thereby rendering an adjudication decision unnecesary. The bank includes information on the grievances, the replies and the related correspondence. The information in the bank is used to provide background information for research purposes. Records are retained for a period of five years.

ADP = m/DATE = 84-04-01

TB-C-P90

Personnel Management Information System (PMIS)

Treasury Board Canada maintains the PMIS containing individual federal employee personnel management data concerned with personnel records, attendance and leave, pay and benefits, official languages and performance appraisals. The data is derived from federal department and agency personnel records and systems, for whom the Treasury Board of Canada is classed as the employer under the *Public Service Staff Relations Act* (PSSRA). The personnel management data maintained in the PMIS is used to provide employer/management with personnel management statistical data in support of the the Treasury Board of Canada role in collective bargaining with the Public Service unions. The records maintained also provide a cumulative record of individual employee employment with government institutions as well as a verification of employees by location within these government institutions.

IND = 300,000/ADP = c/DATE = 84-04-01

TB-C-P100

Enquiries Concerning Personnel Policies

This bank contains personal information contained in requests made by or on behalf of individuals for interpretation of specific personnel policies or requests for advice or clarification in such areas as leave with or without pay, separation, discipline, employment of handicapped, etc. The information in the bank is used to assist in the interpretation of future enquiries. As information is not maintained by individual identifiers but by subject matter and/or department, requestors must provide in addition to the information requested on the Record Access Request For, the subject, the name of the department or agency and the approximate date of the enquiry. Records are kept for five to ten years.

ADP = m/DATE = 84-04-01

TB-C-P110

Special Groups Identification Survey

This survey of the Public Service (PSSRA Schedule 1, Part 1 population) permits those individuals who consider themselves to be Indigenous people, handicapped and/or members of visible minorities to identify themselves as such. The survey is repeated at five-year intervals. During these intervals, information is acquired either through voluntary self-identification of newly hired personnel or mandatory identification when personnel access special programs or services for the above-mentioned groups. The responses are compiled and associated with relevant extracts from the existing Incumbent file and other appropriate files of the Personnel Management Information System (PMIS), such as the Training and Development Information System (TDIS), the Appointment Information System (AIMS), and the Official Languages Information System (OLIS). No subsequent disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates.

The Bank contains data extracted from the survey form, including information regarding sex, age, marital status, linguistic capabilities, indigenous status, handicap, visible minority status and work experience, and will query files from the PMIS to obtain the data required to permit the production of information of the type outlined below. The common identifier is the social insurance number which is held on all existing PMIS files. The Information Bank will be used to identify those members of the Public Service who are Indigenous people, handicapped, and/or members of visible minorities and to compare them as a proportion of the Public Service and the population at large. Through matching with extracts from other systems, the Bank will also be used to analyze and monitor the situation and progress of the target populations in terms of regional and occupational distribution, promotions, and training received. These comparisons will be made on a regular basis to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. The survey forms will be destroyed three months after data is extracted. magnetic tape records will be retained for ten years.

DATE = 84-04-01

Department of Veterans Affairs

The Department of Veterans Affairs, the Pension Review Board, the War Veterans Allowance Board, the Bureau of Pensions Advocates and the Canadian Pension Commission are grouped together in the employee information banks section as they share common personnel and administrative services.

Please address requests for formal access to:

Privacy Co-ordinator
Department of Veterans Affairs
P.O. Box 7700
Charlottetown, P.E.I.
C1A 8M9

Standard Banks

The following banks are located at headquarters and in the regions:

VAC-S-1
Employee Personnel Record — IND = 5,400

VAC-S-2
Staffing — IND = 3,600

VAC-S-3
Attendance and Leave — IND = 5,400

VAC-S-4
Pay and Benefits — IND = 5,400

VAC-S-5
Training and Development — IND = 2,900

VAC-S-6
Official Languages — IND = 5,400

VAC-S-7
Occupational Health and Safety — IND = 3,500

VAC-S-8
Security Clearances — IND = 5,400

VAC-S-9
Grievances — IND = 350

VAC-S-10
Discipline — IND = 225

VAC-S-11
Performance Review and Employee Appraisals — IND = 2,900

VAC-S-12
Travel and Relocation — IND = 750

VAC-S-13
Parking — IND = 88

VAC-S-14
Motor Vehicle Accidents — IND = 40

VAC-S-15
Conflict of Interest — IND = 120

VAC-S-16
Employee Assistance — IND = 250

VAC-S-17
Identification and Building Pass Cards — IND = 5,400